

BA - HIRE ENLISTED (Version 1.1) Information Requirements Data Rules Report

Information Requirement Name	Information Requirement Description
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Accession Processing Date The date that a person began the accession process

Data Business Rules:

When collected/updated? Collected upon initiation of the accession process

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of initiation of the accession process

Events Triggered? Enlistment Activities, Pay and Entitlements

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation (processing schedule)

Valid Format: Use date format (YYYYMMDD)

Address: Allotment Address The address where an allotment will be sent (to include all aspects of U.S and non U.S postal addresses).

Data Business Rules:

When collected/updated? Collected upon accession and updated on person's request

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or person's request

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Allotment

Source: Other documentation (bank document, etc.)

Valid Format: Clear text

Address: Beneficiary for Death Gratuity Address The address of the beneficiary for the death gratuity (to include all aspects of U.S and U.S. postal addresses).

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for Death Gratuity Full Legal Name

Source: Person Declaration

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
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Address: Beneficiary for Servicemen's Group Life Insurance (SGLI) Address **The current residence address of the SGLI beneficiary (to include all aspects of U.S and non U.S. postal addresses).**

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for SGLI Full Legal Name

Source: Person Declaration

Valid Format: Clear text

Address: Beneficiary for Unpaid Pay Address **The address of the beneficiary for unpaid pay (to include all aspects of U.S and non U.S postal addresses).**

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for Unpaid Pay Full Legal Name

Source: Person Declaration

Valid Format: Clear text

ADDRESS: DEPENDENT CURRENT RESIDENCE **The current residence address of a member's dependent (to include all aspects of U.S and non U.S. postal addresses).**

Data Business Rules:

When collected/updated? Collected upon accession/activation; updated when changes occur

Where collected/updated? Accession Activity; Personnel Support Activity

Timeliness Required? Within 12 hours of accession, activation, or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Person

Source: Orders or other documentation (person declared)

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
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Address: Directional Instructions Text

The directional instructions to physically locate an address.

Provides step by step instructions for travelling to a desired physical destination.

Data Business Rules:

When collected/updated? Collected when a personnel action requires specific directional instructions on the location of a person, and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of the reporting of the directions

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? Address

Source: Person Declaration

Valid Format: Clear text

Address: Foreign Zip Code

The ZIP code assigned to a foreign country post office and the area it services.

Data Business Rules:

When collected/updated? Collected when the personnel record is created, and updated as changes occur.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of receiving the information

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Character

Address: Future Mailing Address

The address (to include all aspects of U.S and non U.S. postal addresses) where the person will receive mail after a specified date.

Data Business Rules:

When collected/updated? Collected upon a report by the person and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of report

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
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Address: Home of Record **The permanent actual home address declared by the person at the time of entrance. be the same as current mailing address (to include all aspects of U.S and non U.S. postal addresses).**

Data Business Rules:

When collected/updated? Collected upon accession/activation

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Clear text

Address: Leave and Earnings Statement (LES) **The leave and earning statement address is the address to which the member desires LES be distributed monthly (to include all aspects of U.S and non U.S. postal addresses).**

Data Business Rules:

When collected/updated? Collected upon accession and as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Leave and Earning Statement Indicator

Source: Pay Record

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
Address: Legal Residence Country	<p>The country of legal residence of the person.</p> <p>Sample Codes:</p> <p>AA - ARUBA AC - ANTIGUA AND BARBUDA AE - UNITED ARAB EMIRATES AF - AFGHANISTAN AG - ALGERIA AJ - AZERBAIJAN AL - ALBANIA AM - ARMENIA AN - ANDORRA AO - ANGOLA AQ - AMERICAN SAMOA AR - ARGENTINA AS - AUSTRALIA AT - ASHMORE AND CARTIER ISLANDS AU - AUSTRIA AV - ANGUILLA AY - ANTARCTICA BA - BAHRAIN BB - BARBADOS BC - BOTSWANA BD - BERMUDA BE - BELGIUM BF - BAHAMAS, THE BG - BANGLADESH BH - BELIZE BK - BOSNIA AND HERZEGOVINA BL - BOLIVIA BM - BURMA BN - BENIN BO - BELARUS BP - SOLOMON ISLANDS BQ - NAVASSA ISLAND BR - BRAZIL BS - BASSAS DA INDIA BT - BHUTAN BU - BULGARIA BV - BOUVET ISLAND BX - BRUNEI BY - BURUNDI CA - CANADA CB - CAMBODIA CD - CHAD CE - SRI LANKA CF - CONGO CG - CONGO (DEMOCRATIC REPUBLIC OF THE) CH - CHINA CI - CHILE CJ - CAYMAN ISLANDS CK - COCOS (KEELING) ISLANDS CM - CAMEROON CN - COMOROS CO - COLOMBIA CQ - NORTHERN MARIANA ISLANDS CR - CORAL SEA ISLANDS CS - COSTA RICA CT - CENTRAL AFRICAN REPUBLIC CU - CUBA CV - CAPE VERDE CW - COOK ISLANDS CY - CYPRUS DA - DENMARK DJ - DJIBOUTI DO - DOMINICA</p>

Information Requirement Name	Information Requirement Description
	DQ - JARVIS ISLAND DR - DOMINICAN REPUBLIC EC - ECUADOR EG - EGYPT EI - IRELAND EK - EQUATORIAL GUINEA EN - ESTONIA ER - ERITREA ES - EL SALVADOR ET - ETHIOPIA EU - EUROPA ISLAND EZ - CZECH REPUBLIC FG - FRENCH GUIANA FI - FINLAND FJ - FIJI FK - FALKLAND ISLANDS (ISLAS MALVINAS) FM - FEDERATED STATES OF MICRONESIA FO - FAROE ISLANDS FP - FRENCH POLYNESIA FQ - BAKER ISLAND FR - FRANCE FS - FRENCH SOUTHERN AND ANTARCTIC LANDS GA - GAMBIA, THE GB - GABON GG - GEORGIA GH - GHANA GI - GIBRALTAR GJ - GRENADA GK - GUERNSEY GL - GREENLAND GM - GERMANY GO - GLORIOSO ISLANDS GP - GUADELOUPE GQ - GUAM GR - GREECE GT - GUATEMALA GV - GUINEA GY - GUYANA GZ - GAZA STRIP HA - HAITI HK - HONG KONG HM - HEARD ISLAND AND MCDONALD ISLANDS HO - HONDURAS HQ - HOWLAND ISLAND HR - CROATIA HU - HUNGARY IC - ICELAND ID - INDONESIA IM - MAN, ISLE OF IN - INDIA IO - BRITISH

Data Business Rules:

When collected/updated? Collected upon Accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of Accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (voting registration, driver's license)

Valid Format: Character

Information Requirement Name	Information Requirement Description
Address: Legal Residence State	<p>The state of legal residence of the person.</p> <p>Sample Codes:</p> <p>AK - ALASKA AL - ALABAMA AR - ARKANSAS AS - AMERICAN SAMOA AZ - ARIZONA CA - CALIFORNIA CO - COLORADO CT - CONNECTICUT DC - DISTRICT OF COLUMBIA DE - DELAWARE FL - FLORIDA FM - FEDERATED STATES OF MICRONESIA GA - GEORGIA GU - GUAM HI - HAWAII IA - IOWA ID - IDAHO IL - ILLINOIS IN - INDIANA KS - KANSAS KY - KENTUCKY LA - LOUISIANA MA - MASSACHUSETTS MD - MARYLAND ME - MAINE MH - MARSHALL ISLANDS MI - MICHIGAN MN - MINNESOTA MO - MISSOURI MP - NORTHERN MARIANA ISLANDS MS - MISSISSIPPI MT - MONTANA NC - NORTH CAROLINA ND - NORTH DAKOTA NE - NEBRASKA NH - NEW HAMPSHIRE NJ - NEW JERSEY NM - NEW MEXICO NV - NEVADA NY - NEW YORK OH - OHIO OK - OKLAHOMA OR - OREGON PA - PENNSYLVANIA PR - PUERTO RICO PW - PALAU RI - RHODE ISLAND SC - SOUTH CAROLINA SD - SOUTH DAKOTA TN - TENNESSEE TX - TEXAS UM - UNITED STATES MINOR OUTLYING ISLANDS UT - UTAH VA - VIRGINIA VI - VIRGIN ISLANDS OF THE UNITED STATES VT - VERMONT WA - WASHINGTON WI - WISCONSIN WV - WEST VIRGINIA WY - WYOMING</p>

Data Business Rules:

When collected/updated? Collected upon Accession and updated as changes occur

Information Requirement Name	Information Requirement Description
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of Accession or change
Events Triggered?	Pay and Entitlements
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	None
Source:	Other Documentation (voting registration, driver's license)
Valid Format:	Character
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Address: Legal Residence, City or Government Entity	The city of legal residence that will be furnished tax information, as agreed to by the Treasury Department.
<i>Data Business Rules:</i>	
When collected/updated?	Collected during an accession and updated when changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of receipt of information
Events Triggered?	Pay and Entitlements
Authority Required?	Accessions Activity, Personnel Support Activity
Data dependencies?	None
Source:	Person Declaration, Other Documentation (drivers license)
Valid Format:	Clear text
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Address: Member Current Residence	The current residence address of a member (to include all aspects of U.S and non U.S postal addresses).
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession/activation; updated when changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of accession, activation, or change
Events Triggered?	Pay and Entitlements
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	Person
Source:	Orders or other documentation (person declared)
Valid Format:	Clear text
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Address: Spouse Address	The postal address at which a Spouse resides.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession/activation; updated when changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of accession, activation or change
Events Triggered?	Pay and Entitlements
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	Person
Source:	Orders or other documentation (person declared)
Valid Format:	Clear Text
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Information Requirement Name	Information Requirement Description
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Address: Third Party Mailing Address **The third party address where correspondence (e.g., Savings Bond) will be sent (to in all aspects of U.S and non U.S. postal addresses).**

Data Business Rules:

When collected/updated? Collected upon election of a savings bond allotment and updated as changes occur

Where collected/updated? Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of election or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Clear text

Address: Zip Code **The ZIP code assigned to a post office and the area it services.**

This includes the United States and territories.

Data Business Rules:

When collected/updated? Collected when the personnel record is created, and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of receiving the information

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: United States Postal Service

Valid Format: Character

Agreement Beneficiary Allocation Percentage **The percentage rate intended to be paid to a beneficiary/designee in an agreement.**
Rate **The proportion or share in relation to a whole.**

Data Business Rules:

When collected/updated? Collected when the member declares a beneficiary(s) and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of declaration or change to the agreement beneficiary allocation

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Agreement Relationship Reason

Source: Other Documentation (agreement document)

Valid Format: Represented as a number (percentage)

Information Requirement Name	Information Requirement Description
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Agreement Life Insurance Type

A specific kind of life-insurance agreement.

Codes:

A - FEDERAL GOVERNMENT LIFE INSURANCE
 B - NATIONAL SERVICE GROUP LIFE INSURANCE
 C - SERVICEMEN'S GROUP LIFE INSURANCE
 D - STATE GOVERNMENT LIFE INSURANCE
 E - SUPPLEMENTAL SERVICEMEMBER'S GROUP LIFE
 F - UNITED STATES GOVERNMENT LIFE INSURANCE
 G - VETERANS' SPECIAL TERM LIFE INSURANCE
 H - VETERANS' GROUP LIFE INSURANCE

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Character

Alias Name

The alternate name for the person.

Data Business Rules:

When collected/updated? Collected upon accession and updated by the person's declaration

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or person's declaration

Events Triggered? None

Authority Required? Person, Personnel Support Activity

Data dependencies? Name

Source: Person's Declaration

Valid Format: Clear text

Alien Entered the United States (U.S.) Date

The date an alien person entered the U.S.

Data Business Rules:

When collected/updated? Collected during the accession process

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? None

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation (passport)

Valid Format: Use Date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Alien Registration Number

The alien registration number for a person.

Data Business Rules:

When collected/updated? Collected upon accession and updated upon error detection

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or identification of error

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? Name

Source: Immigration and Naturalization Service (INS) documentation

Valid Format: Character

Alien Type

The entry or resident status of a person who is not a U.S. citizen.

Codes:

A - ILLEGAL ALIEN

B - NON-RESIDENT ALIEN

C - RESIDENT ALIEN

Data Business Rules:

When collected/updated? Collected during the accession process

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? None

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation (citizenship document)

Valid Format: Character

Allotment Account Number

The account number of bank, credit union or insurance company where a person elects to send an allotment.

Data Business Rules:

When collected/updated? Collected upon accession and updated on person's request

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or person's request

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Allotment

Source: Other documentation (bank document, etc.)

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Allotment Amount **The dollar amount to be deducted monthly from a person's pay as an allotment.**

Data Business Rules:

When collected/updated? Collected upon accession and updated on person's request

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or person's request

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Allotment

Source: Person or other documentation (court document, etc.)

Valid Format: Dollar Amount: \$9999.99

Allotment Classification Type **A categorization of allotments.**

If Allotment is Pay Type BAAA - Discretionary Allotment, use the following codes:

A - Support (also known as third-party allotments)

B - Mortgage

C - Insurance

D - Savings

If Allotment is Pay Type BAAB - Non-Discretionary Allotment, use the following codes:

E - Savings

F - Charity

G - Indebtedness

Data Business Rules:

When collected/updated? Collected upon accession and updated on person's request

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or person's request

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Allotment

Source: Other documentation (bank document, etc.)

Valid Format: Character

Allotment Designee Full Legal Name **The person's allotment designee's complete legal name, including first, middle, last a cadency name.**

Data Business Rules:

When collected/updated? Collected upon accession and updated on person's request

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or person's request

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Allotment

Source: Person's Declaration

Valid Format: See Person Full Legal Name

Information Requirement Name	Information Requirement Description
Allotment Designee Percentage if Missing	The percentage that the person designates to the allottee in the event the person becomes missing in action. (Total percentage of all allottees must equal 100 percent).
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession and updated on person's request
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of accession or person's request
Events Triggered?	None
Authority Required?	Person
Data dependencies?	Allotment and Emergency Data
Source:	Person's Declaration
Valid Format:	Amount represented in percentages
.....	
Allotment Term	The duration of the allotment, expressed as whole months.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon election of an allotment and updated as changes occur
Where collected/updated?	Pay Support Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of election or change
Events Triggered?	Pay and Entitlements
Authority Required?	Pay Support Activity
Data dependencies?	Allotment Classification Type
Source:	Person Declaration
Valid Format:	Represented as a number
.....	
Annex/SOU/Enlistment Document Identifier	The unique identifier (or form number) of the Annex/SOU/enlistment document.
<i>Data Business Rules:</i>	
When collected/updated?	Collected at accession and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of accession and change
Events Triggered?	Pay and Entitlements, Assignments
Authority Required?	Personnel Support Activity, Accession Activity
Data dependencies?	Annex/SOU/Enlistment Document Type
Source:	Other Documentation (enlistment contract)
Valid Format:	Clear text
.....	
Annex/SOU/Enlistment Document Name	The name of Annex/SOU/enlistment document which applies to the person's enlistment
<i>Data Business Rules:</i>	
When collected/updated?	Collected at accession and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of accession and change
Events Triggered?	None
Authority Required?	Personnel Support Activity, Accession Activity
Data dependencies?	None
Source:	Other Documentation (enlistment contract)
Valid Format:	Clear text
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Information Requirement Name	Information Requirement Description
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Appearance Inspection Failure Reason **The reason person failed appearance inspection by processing personnel.**

Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? Enlistment Eligibility

Authority Required? Accession Activity

Data dependencies? None

Source: Commander Declaration

Valid Format: Clear text

Armed Forces Qualification Test Score **The member's score on the Armed Forces Qualification Test.**

Data Business Rules:

When collected/updated? Collected upon completion of an Armed Forces Qualification Test (AFQT)

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of AFQT completion

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Test Name Administered

Source: Other Documentation (AFQT results)

Valid Format: Represented as a number

Armed Forces Qualification Test Score Date **The date of the member's score on the Armed Forces Qualification Test.**

Data Business Rules:

When collected/updated? Collected upon completion of an Armed Forces Qualification Test (AFQT)

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of AFQT completion

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Test Name Administered

Source: Other Documentation (AFQT results)

Valid Format: Use date format (YYYYMMDD)

Assigned Duty Projected Start Date **The projected start date of a person's assignment to a unit. This information should be provided from the losing unit to the gaining unit.**

Data Business Rules:

When collected/updated? Collected when a person projected to arrive to a new Unit Identification Code (UIC) assignment

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of establishment of the projection

Events Triggered? Strength Accounting

Authority Required? Personnel Support Activity, Organizational Hierarchy

Data dependencies? Assigned Unit Identification Code (UIC)

Source: Movement Order

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Assigned Duty Projected Stop Date

The projected end date of a person's assignment to a unit.

Data Business Rules:

When collected/updated? Collected when a person is projected to arrive at their next assigned Unit Identification Code (UIC)

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of establishment of the projection

Events Triggered? Pay and Entitlements, Strength Accounting

Authority Required? Personnel Support Activity, Organizational Hierarchy

Data dependencies? Assigned Unit Identification Code (UIC), Assigned Duty Projected Begin Date

Source: Movement Order

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
Assigned Duty Unit Location Country	<p>The principal geopolitical entity of the world for the actual shore or port location of the to which a person is assigned.</p> <p>Sample Codes:</p> <p>AA - ARUBA AC - ANTIGUA AND BARBUDA AE - UNITED ARAB EMIRATES AF - AFGHANISTAN AG - ALGERIA AJ - AZERBAIJAN AL - ALBANIA AM - ARMENIA AN - ANDORRA AO - ANGOLA AQ - AMERICAN SAMOA AR - ARGENTINA AS - AUSTRALIA AT - ASHMORE AND CARTIER ISLANDS AU - AUSTRIA AV - ANGUILLA AY - ANTARCTICA BA - BAHRAIN BB - BARBADOS BC - BOTSWANA BD - BERMUDA BE - BELGIUM BF - BAHAMAS, THE BG - BANGLADESH BH - BELIZE BK - BOSNIA AND HERZEGOVINA BL - BOLIVIA BM - BURMA BN - BENIN BO - BELARUS BP - SOLOMON ISLANDS BQ - NAVASSA ISLAND BR - BRAZIL BS - BASSAS DA INDIA BT - BHUTAN BU - BULGARIA BV - BOUVET ISLAND BX - BRUNEI BY - BURUNDI CA - CANADA CB - CAMBODIA CD - CHAD CE - SRI LANKA CF - CONGO CG - CONGO (DEMOCRATIC REPUBLIC OF THE) CH - CHINA CI - CHILE CJ - CAYMAN ISLANDS CK - COCOS (KEELING) ISLANDS CM - CAMEROON CN - COMOROS CO - COLOMBIA CQ - NORTHERN MARIANA ISLANDS CR - CORAL SEA ISLANDS CS - COSTA RICA CT - CENTRAL AFRICAN REPUBLIC CU - CUBA CV - CAPE VERDE CW - COOK ISLANDS CY - CYPRUS DA - DENMARK DJ - DJIBOUTI</p>

Information Requirement Name	Information Requirement Description
	DO - DOMINICA DQ - JARVIS ISLAND DR - DOMINICAN REPUBLIC EC - ECUADOR EG - EGYPT EI - IRELAND EK - EQUATORIAL GUINEA EN - ESTONIA ER - ERITREA ES - EL SALVADOR ET - ETHIOPIA EU - EUROPA ISLAND EZ - CZECH REPUBLIC FG - FRENCH GUIANA FI - FINLAND FJ - FIJI FK - FALKLAND ISLANDS (ISLAS MALVINAS) FM - FEDERATED STATES OF MICRONESIA FO - FAROE ISLANDS FP - FRENCH POLYNESIA FQ - BAKER ISLAND FR - FRANCE FS - FRENCH SOUTHERN AND ANTARCTIC LANDS GA - GAMBIA, THE GB - GABON GG - GEORGIA GH - GHANA GI - GIBRALTAR GJ - GRENADA GK - GUERNSEY GL - GREENLAND GM - GERMANY GO - GLORIOSO ISLANDS GP - GUADELOUPE GQ - GUAM GR - GREECE GT - GUATEMALA GV - GUINEA GY - GUYANA GZ - GAZA STRIP HA - HAITI HK - HONG KONG HM - HEARD ISLAND AND MCDONALD ISLANDS HO - HONDURAS HQ - HOWLAND ISLAND HR - CROATIA HU - HUNGARY IC - ICELAND ID - INDONESIA IM - MAN, ISLE OF IN - INDIA IO - BRITISH

Data Business Rules:

When collected/updated? Collected when a person is assigned to any new UIC that is in a different country or when a UIC moves to a different country.

Where collected/updated? Personnel Support Activity.

Timeliness Required? Within 12 hours of arrival/change.

Events Triggered? Pay and Entitlements, Strength Accounting

Authority Required? Personnel Support Activity.

Data dependencies? Assigned Unit Identification Code (UIC)

Source: Movement Orders

Valid Format: Character

Information Requirement Name	Information Requirement Description
Assigned Organization Identifier	The unique identifier of an organization to which a person is assigned.
This is used to capture military and non-military organizations.	
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a person is first assigned to an Organization
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 24 hours of effective date of the assignment
Events Triggered?	Pay and Entitlements, Assignment Eligibility, Strength Accounting
Authority Required?	Organizational Hierarchy
Data dependencies?	Duty Status
Source:	Orders
Valid Format:	Character
Assigned Organization Name	The name of an organization to which a person is assigned.
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a person is first assigned to an Organization.
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of effective date of the assignment.
Events Triggered?	Assignment Eligibility, Strength Accounting
Authority Required?	Organizational Hierarchy
Data dependencies?	Assigned Organization Identifier
Source:	Orders
Valid Format:	Character
Assigned Position Actual Start Date	The date that a person was either permanently or temporarily assigned to a position.
<i>Data Business Rules:</i>	
When collected/updated?	Collected when the person begins performing duty in the assigned position.
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of beginning performance of duty in the position.
Events Triggered?	Pay and Entitlements, Strength Accounting
Authority Required?	Organizational Hierarchy.
Data dependencies?	Assigned Position Occupation Code
Source:	Organizational Hierarchy.
Valid Format:	Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Authentication Date **The date that a personnel document, pay document or action was authenticated or last verified.**

Data Business Rules:

When collected/updated? Collected when the person authenticates the document or action

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of person authentication

Events Triggered? Personnel and Pay Actions

Authority Required? Personnel Support Activity

Data dependencies? Authentication Type

Source: Other Documentation (personnel or pay actions)

Valid Format: Use date format (YYYYMMDD)

Basic Active Service Date **The constructive date that establishes the beginning of a person's Federal active Uniformed Service; reflects all periods of the Federal Uniformed Service (less lost time commissioned, warrant, flight officer, or enlisted status. Synonymous names include "TAFMSD" (USAF), the "Armed Forces active duty Service date" (USMC), the "active duty Service date" (USN enlisted), the "active duty base date" (USN officer), or the "basic active Service date" (USA).**

Data Business Rules:

When collected/updated? Collected upon accession or activation

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or activation

Events Triggered? Pay and Entitlements

Authority Required? Within 24 hours of accession, activation

Data dependencies? Service Agreement,

Source: Orders

Valid Format: Use date format (YYYYMMDD)

Basic Allowance for Housing (BAH) Dependency Certification Date **The date of a person's last Basic Allowance for Housing (BAH) dependency certification**

Data Business Rules:

When collected/updated? Collected upon determination of member BAH dependency certification

Where collected/updated? Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of determination of member BAH dependency certification

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Basic Allowance for Housing (BAH) Type

Source: Pay Record

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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**Basic Allowance for Housing (BAH)
Dependent Entitlement**

The type of dependent entitlement assigned to a member.

Codes:
1 - WITH DEPENDENTS
2 - WITHOUT DEPENDENTS

Data Business Rules:

When collected/updated? Collected upon initiating BAH agreement and updated as changes occur
Where collected/updated? Pay Support Activity, Personnel Support Activity
Timeliness Required? Within 12 hours of BAH being initiated
Events Triggered? Pay and Entitlements
Authority Required? Pay Support Activity, Personnel Support Activity
Data dependencies? Location (Country, State, City), Rank
Source: Orders and other documentation (housing/lease agreements, etc.)
Valid Format: Character

**Basic Allowance for Housing (BAH)
Reimbursement Entitlement**

The type of reimbursement entitlement assigned to a member.

Codes:
A - DIFFERENTIAL REIMBURSEMENT
B - FULL REIMBURSEMENT
C - PARTIAL REIMBURSEMENT

Data Business Rules:

When collected/updated? Collected upon initiating BAH reimbursement and updated as changes occur
Where collected/updated? Pay Support Activity, Personnel Support Activity
Timeliness Required? Within 12 hours of BAH being initiated
Events Triggered? Pay and Entitlements
Authority Required? Pay Support Activity, Personnel Support Activity
Data dependencies? Basic Allowance for Housing (BAH) Off-Base Housing Agreement Type
Source: Orders and other documentation (housing/lease agreements, etc.)
Valid Format: Character

Beneficiary Appointed Date

The date the person listed on this agreement is elected as a beneficiary/designee.

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur
Where collected/updated? Accession Activity, Pay Support Activity
Timeliness Required? Within 24 hours of selection or change
Events Triggered? Pay and Entitlements
Authority Required? Pay Support Activity
Data dependencies? Allotment Classification Type
Source: Person Declaration
Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Beneficiary Category **The specifically defined class of those receiving a benefit. Classifies beneficiaries as contingent or principal.**

Codes:
A - CONTINGENT
B - PRINCIPAL

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Character

Beneficiary for Death Gratuity Full Legal Name **The beneficiary for the death gratuity complete legal name including first, middle, last cadency name.**

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Clear text

Beneficiary for Death Gratuity Percentage **The percentage that the member designates to the allottee in the event the member dies (Total percentage of all allottees must equal 100 percent).**

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for Death Gratuity Full Legal Name

Source: Person Declaration

Valid Format: Represented as a number (percentage)

Information Requirement Name	Information Requirement Description
Beneficiary for Death Gratuity Relationship	<p>The relationship of the named death gratuity beneficiary to the member.</p> <p>Codes: A - SPOUSE B - CHILD C - SIBLING D - PARENT E - STEPCHILD F - STEPPARENT G - IN LOCO PARENTIS H - ADOPTED CHILD I - HALF SIBLING J - STEPSIBLING K - ADOPTIVE PARENT L - WARD M - CHILD BORN OUT OF WEDLOCK N - PARENT-IN-LAW</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when beneficiary is selected and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Pay Support Activity</p> <p>Timeliness Required? Within 24 hours of selection or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Beneficiary for Death Gratuity Full Legal Name</p> <p>Source: Person Declaration</p> <p>Valid Format: Character</p>
Beneficiary for Death Gratuity Social Security Number	<p>The beneficiary for the death gratuity Social Security Number.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when beneficiary is selected and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Pay Support Activity</p> <p>Timeliness Required? Within 24 hours of selection or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Beneficiary for Death Gratuity Full Legal Name</p> <p>Source: Person Declaration</p> <p>Valid Format: Represented by a number (0 through 9) with nine digits.</p>
Beneficiary for Unpaid Pay Full Legal Name	<p>A beneficiary for unpaid pay complete legal name including first, middle, last and cade name.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when beneficiary is selected and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Pay Support Activity</p> <p>Timeliness Required? Within 24 hours of selection or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Allotment Classification Type</p> <p>Source: Person Declaration</p> <p>Valid Format: Clear text</p>

Information Requirement Name	Information Requirement Description
Beneficiary for Unpaid Pay Relationship	<p>The relationship of the named beneficiary to the member (i.e. parents; persons in loco parentis for a period of not less than 1 year at any time before entering active duty; brothers and sisters, including half-blood and adopted, may be designated).</p> <p>Sample codes: AA - SPOUSE AB - CHILD AC - SIBLING AD - PARENT AE - PARENT-IN-LAW AF - STEPCHILD AG - GRANDPARENT AH - STEPPARENT AI - IN LOCO PARENTIS AJ - COUSIN</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when beneficiary is selected and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Pay Support Activity</p> <p>Timeliness Required? Within 24 hours of selection or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Beneficiary for Unpaid Pay Full Legal Name</p> <p>Source: Person Declaration</p> <p>Valid Format: Character</p>
Beneficiary for Unpaid Pay Social Security Number	<p>The social security number of the beneficiary for unpaid pay.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when beneficiary is selected and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Pay Support Activity</p> <p>Timeliness Required? Within 24 hours of selection or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Beneficiary for Unpaid Pay Full Legal Name</p> <p>Source: Person Declaration</p> <p>Valid Format: Represented by a number (0 through 9) with nine digits.</p>
Buddy Plan Indicator	<p>An indicator of whether the person is enlisting in the Buddy Plan.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession</p> <p>Where collected/updated? Accession Activity</p> <p>Timeliness Required? Within 24 hours of accession processing</p> <p>Events Triggered? Assignment Eligibility</p> <p>Authority Required? Accession Activity</p> <p>Data dependencies? None</p> <p>Source: Other Documentation (enlistment contract)</p> <p>Valid Format: Yes/No</p>

Buddy Quantity	The number of Buddies participating in the Buddy Program with a specified person.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession
Where collected/updated?	Accession Activity
Timeliness Required?	Within 24 hours of accession processing
Events Triggered?	Assignment Eligibility
Authority Required?	Accession Activity
Data dependencies?	Buddy Plan Indicator
Source:	Other Documentation (enlistment contract)
Valid Format:	Represented as a number
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Buddy's Scheduled Ship Date	The date the person's buddy is scheduled to ship to the initial training site or unit (Formatted as DDMMYYYY (02FEB1999)).
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession
Where collected/updated?	Accession Activity
Timeliness Required?	Within 24 hours of accession processing
Events Triggered?	Assignment Eligibility
Authority Required?	Accession Activity
Data dependencies?	Buddy Plan Indicator
Source:	Other Documentation (enlistment contract)
Valid Format:	Use date format (YYYYMMDD)
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Buddy's Social Security Number	Buddy's assigned social security number.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession
Where collected/updated?	Accession Activity
Timeliness Required?	Within 24 hours of accession processing
Events Triggered?	Assignment Eligibility
Authority Required?	Accession Activity
Data dependencies?	Buddy Plan Indicator
Source:	Other Documentation (enlistment contract)
Valid Format:	Represented by a number (0 through 9) with nine digits.
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Information Requirement Name	Information Requirement Description
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Certification Duration

A categorization of a certification-type on the basis of timeframe.

Codes:

1 - PERMANENT CERTIFICATION

2 - PERIODIC CERTIFICATION

Data Business Rules:

When collected/updated? Collected when a certification timeframe is identified

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of identification

Events Triggered? Pay and Entitlements, Classification Eligibility, Assignment Eligibility

Authority Required? Personnel Support Activity

Data dependencies? Person Skill Code

Source: Other Documentation (certification guidelines)

Valid Format: Character

Certification Effective Date

The effective date of certification of a person's qualifications in a specific skill or field knowledge.

Data Business Rules:

When collected/updated? Collected when a person obtains, loses, or changes any certified credentials.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of effective date.

Events Triggered? Pay and Entitlements, Classification, Assignment Eligibility, Promotion Eligibility

Authority Required? Certification Board

Data dependencies? Certification Type

Source: Other Documentation (certification documents)

Valid Format: Use date format (YYYYMMDD)

Certification Periodic End Date

The date certification ends.

Data Business Rules:

When collected/updated? Collected when a certification timeframe is identified

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of identification

Events Triggered? Pay and Entitlement, Assignment Eligibility, Classification Eligibility

Authority Required? Personnel Support Activity

Data dependencies? Certification Timeframe Begin Date, Certification Type Duration Code

Source: Other Documentation (medical certifications)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Certification Periodic Start Date

The date certification begins within a period.

Data Business Rules:

When collected/updated? Collected when a certification timeframe is identified

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of identification

Events Triggered? Pay and Entitlement, Assignment Eligibility, Classification Eligibility

Authority Required? Personnel Support Activity

Data dependencies? Certification Effective Date, Certification Type Duration Code

Source: Other Documentation (medical certifications)

Valid Format: Use date format (YYYYMMDD)

Certifying Officer Full Legal Name

The certifying officer's full legal name including first, middle, last and cadency name.

Data Business Rules:

When collected/updated? Collected when a document has been certified

Where collected/updated? Personnel Support Activity, Organizational Hierarchy

Timeliness Required? Within 24 hours of certification

Events Triggered? None

Authority Required? Personnel Support Activity, Organizational Hierarchy

Data dependencies? Certifying Officer Validation Indicator

Source: Personnel Record

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
Citizenship Country	<p>The country(ies) for which a person holds citizenship.</p> <p>Sample Codes:</p> <p>AA - ARUBA AC - ANTIGUA AND BARBUDA AE - UNITED ARAB EMIRATES AF - AFGHANISTAN AG - ALGERIA AJ - AZERBAIJAN AL - ALBANIA AM - ARMENIA AN - ANDORRA AO - ANGOLA AQ - AMERICAN SAMOA AR - ARGENTINA AS - AUSTRALIA AT - ASHMORE AND CARTIER ISLANDS AU - AUSTRIA AV - ANGUILLA AY - ANTARCTICA BA - BAHRAIN BB - BARBADOS BC - BOTSWANA BD - BERMUDA BE - BELGIUM BF - BAHAMAS, THE BG - BANGLADESH BH - BELIZE BK - BOSNIA AND HERZEGOVINA BL - BOLIVIA BM - BURMA BN - BENIN BO - BELARUS BP - SOLOMON ISLANDS BQ - NAVASSA ISLAND BR - BRAZIL BS - BASSAS DA INDIA BT - BHUTAN BU - BULGARIA BV - BOUVET ISLAND BX - BRUNEI BY - BURUNDI CA - CANADA CB - CAMBODIA CD - CHAD CE - SRI LANKA CF - CONGO CG - CONGO (DEMOCRATIC REPUBLIC OF THE) CH - CHINA CI - CHILE CJ - CAYMAN ISLANDS CK - COCOS (KEELING) ISLANDS CM - CAMEROON CN - COMOROS CO - COLOMBIA CQ - NORTHERN MARIANA ISLANDS CR - CORAL SEA ISLANDS CS - COSTA RICA CT - CENTRAL AFRICAN REPUBLIC CU - CUBA CV - CAPE VERDE CW - COOK ISLANDS CY - CYPRUS DA - DENMARK DJ - DJIBOUTI DO - DOMINICA</p>

Information Requirement Name	Information Requirement Description
	DQ - JARVIS ISLAND DR - DOMINICAN REPUBLIC EC - ECUADOR EG - EGYPT EI - IRELAND EK - EQUATORIAL GUINEA EN - ESTONIA ER - ERITREA ES - EL SALVADOR ET - ETHIOPIA EU - EUROPA ISLAND EZ - CZECH REPUBLIC FG - FRENCH GUIANA FI - FINLAND FJ - FIJI FK - FALKLAND ISLANDS (ISLAS MALVINAS) FM - FEDERATED STATES OF MICRONESIA FO - FAROE ISLANDS FP - FRENCH POLYNESIA FQ - BAKER ISLAND FR - FRANCE FS - FRENCH SOUTHERN AND ANTARCTIC LANDS GA - GAMBIA, THE GB - GABON GG - GEORGIA GH - GHANA GI - GIBRALTAR GJ - GRENADA GK - GUERNSEY GL - GREENLAND GM - GERMANY GO - GLORIOSO ISLANDS GP - GUADELOUPE GQ - GUAM GR - GREECE GT - GUATEMALA GV - GUINEA GY - GUYANA GZ - GAZA STRIP HA - HAITI HK - HONG KONG HM - HEARD ISLAND AND MCDONALD ISLANDS HO - HONDURAS HQ - HOWLAND ISLAND HR - CROATIA HU - HUNGARY IC - ICELAND ID - INDONESIA IM - MAN, ISLE OF IN - INDIA IO - BRITISH

Data Business Rules:

When collected/updated? Collected upon establishment of personnel record and updated when citizenship changes.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of any change.

Events Triggered? Security Clearance Eligibility, Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (birth certificate, citizenship papers, national identification forms)

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Citizenship Status

The person's citizenship status(es).

Codes:

A - A PERSON BORN IN THE U.S. SUBJECT TO THE U.S. JURISDICTION. THE TERM "UNITED STATES" MEANS THE CONTINENTAL UNITED STATES, ALASKA, HAWAII, PUERTO RICO, GUAM, AND THE VIRGIN ISLANDS OF THE UNITED STATES.

B - A PERSON WHO ACQUIRES U.S. CITIZENSHIP AFTER BIRTH THROUGH NATURALIZATION OF ONE OR BOTH PARENTS.

C - A PERSON WHO ACQUIRES U.S. CITIZENSHIP AT BIRTH OUTSIDE THE U.S. OF PARENTS, ONE OR BOTH OF WHOM ARE U.S. CITIZENS AT TIME OF PERSON'S BIRTH.

D - A PERSON BORN OUTSIDE THE U.S., WHO HAS COMPLETED NATURALIZATION PROCEDURES AND HAS BEEN ADMITTED TO U.S. CITIZENSHIP BY DULY CONSTITUTED AUTHORITY.

E - A PERSON WHO, THOUGH NOT A CITIZEN OF THE U.S., OWES PERMANENT ALLEGIANCE TO THE U.S. THEY ARE DECLARED TO BE NATIONALS, BUT NOT CITIZENS OF THE U.S., PERSONS BORN IN AMERICAN SAMOA OR SWAINS ISLAND ON OR AFTER FORMAL ACQUISITION OF SUCH POSSESSIONS OF PARENTS BOTH OF WHOM ARE NATIONALS, BUT NOT CITIZENS OF THE U.S., WHO HAVE HAD A RESIDENCE IN THE U.S. OR ONE OF ITS OUTLYING POSSESSIONS BEFORE THE BIRTH OF SUCH PERSON.

F - APPLIED FOR U.S. CITIZENSHIP

G - IMMIGRANT ALIEN

H - NON-IMMIGRANT ALIEN

N - A PERSON WHO IS NOT A CITIZEN OF THE U.S.

Z - CITIZENSHIP STATUS NOT DETERMINED

Data Business Rules:

When collected/updated? Collected upon accession or updated as change occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of receipt of Citizenship Documents

Events Triggered? Classification Eligibility, Security Clearance Eligibility, Assignment Eligibility

Authority Required? Accessions Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (passport, birth certificate, citizenship page)

Valid Format: Character

Civilian Acquired Skill - Years of Experience The number of years of experience that a person has acquired in a civilian occupation skill.

Only occupation skills with direct correlation to a military occupational specialty (e.g., AFSC, MOS, NEC) are of interest.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or update

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Civilian Acquired Skill Name

Source: Other Documentation (college transcripts, certifications, etc.)

Valid Format: Represented in years

Information Requirement Name	Information Requirement Description
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Civilian Acquired Skill Name **The name of an occupational skill, acquired by the person in a civilian setting.**

Only occupational skills with direct correlation to a military occupational skill (e.g., AFS MOS, NEC) are of interest.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or update

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (college transcripts, certifications, etc.)

Valid Format: Character

College Attended Address **Actual address of college the person attended (to include all aspects of U.S and non U. postal addresses).**

Data Business Rules:

When collected/updated? Collected upon accession or completion of a course of study

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or completion

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? College Attended Name

Source: Other Documentation (college transcripts)

Valid Format: Clear text

College Attended Name **The name of the college that the person attended.**

Data Business Rules:

When collected/updated? Collected upon accession or completion of a course of study

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or completion

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (college transcripts)

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
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College Graduation Date **The date the person graduated from college.**

Data Business Rules:

When collected/updated? Collected upon accession or completion of college field of study

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or graduation

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? College Attended Name

Source: Other Documentation (college transcripts)

Valid Format: Use date format (YYYYMMDD)

College Hours Quantity **The number of hours a person has attained towards a degree. Used for personnel assignment or classification.**

Data Business Rules:

When collected/updated? Collected upon accession or updated per course completion

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or course completion

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (college transcripts)

Valid Format: Represented as a number

Color Vision Test Result **The result of a vision test of ability to distinguish colors.**

Possible results are: Total Color Blindness, No Red-Green Discrimination, Normal Color Vision.

Codes:

A - TOTAL COLOR BLINDNESS

B - NO RED-GREEN DISCRIMINATION

C - NORMAL COLOR VISION

Data Business Rules:

When collected/updated? Collected upon accession and updated when retested

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of test being conducted

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Medical Activity

Data dependencies? None

Source: Medical Test Results

Valid Format: As provided from the Medical Activity

Information Requirement Name	Information Requirement Description
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Declaration of Montgomery GI Bill (MGIB) Enrollment Date **The date a member accepts or declines enrollment in the active component Montgomery Bill (MGIB) program.**

Data Business Rules:

When collected/updated? Collected when a person identifies his/her enrollment preference in the Montgomery GI Bill (MGIB) program

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of enrollment to Montgomery GI Bill (MGIB)

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Montgomery GI Bill (MGIB) Eligibility Status

Source: Other Documentation (MGIB enrollment document)

Valid Format: Use date format (YYYYMMDD)

Defense Language Aptitude Battery Test Score **The score a person attains on the Defense Language Battery Test.**

Data Business Rules:

When collected/updated? Collected during accession and as test is taken

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of testing

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: DLAB Test Results

Valid Format: As provided by the Defense Language Institute

Dependency Start Date **The date a Family Member becomes dependent on the person for support.**

Data Business Rules:

When collected/updated? Collected when a family member is established as a dependent

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of identification of dependency

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Circumstance Establishing Family Member Relationship, Family Member Type

Source: Other Documentation (birth certificate, legal document)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Depth Perception Test Result

The result of a vision test of ability to distinguish varying depths (i.e., Pass/Fail).

Codes:
A - FAIL
B - PASS

Data Business Rules:

When collected/updated? Collected upon completion of depth perception test

Where collected/updated? Medical Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of completion of depth perception test

Events Triggered? Classification Eligibility

Authority Required? Medical Support Activity

Data dependencies? None

Source: Other Documentation (medical document (depth perception test results))

Valid Format: Character

Depth Perception Test Result Date

The date of the current depth perception test.

Data Business Rules:

When collected/updated? Collected upon completion of depth perception test

Where collected/updated? Medical Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of completion of depth perception test

Events Triggered? None

Authority Required? Medical Support Activity

Data dependencies? None

Source: Medical Document, Other Documentation (depth perception test results)

Valid Format: Use date format (YYYYMMDD)

Direct Deposit Effective Date

The date that direct deposit to the current account began.

Data Business Rules:

When collected/updated? Collected when the member initiates direct deposit and updated as changes occur

Where collected/updated? Pay Support Activity

Timeliness Required? Within 24 hours of initiation or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Payment Method

Source: Other Documentation (direct deposit form)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Direct Deposit Waiver Effective Date **The date that the person's waiver from use of direct deposit is effective.**

Data Business Rules:

When collected/updated? Collected when the waiver is approved

Where collected/updated? Pay Support Activity

Timeliness Required? Within 24 hours of the waiver approval

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? None

Source: Pay Record

Valid Format: Use date format (YYYYMMDD)

Driver's License Expiration Date **The date person's driver's license expires.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as required

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or changes

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Driver's License Indicator

Source: Other Documentation (driver's license)

Valid Format: Use date format (YYYYMMDD)

Driver's License Number **The identification number for a person's driver's license.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as required

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of accession or changes

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Driver's License

Valid Format: As provided by the Driver's License Authority

Information Requirement Name	Information Requirement Description
Driver's License State of Issue	<p>The state which issued a person's driver's license.</p> <p>Sample Codes:</p> <p>AK - ALASKA AL - ALABAMA AR - ARKANSAS AS - AMERICAN SAMOA AZ - ARIZONA CA - CALIFORNIA CO - COLORADO CT - CONNECTICUT DC - DISTRICT OF COLUMBIA DE - DELAWARE FL - FLORIDA FM - FEDERATED STATES OF MICRONESIA GA - GEORGIA GU - GUAM HI - HAWAII IA - IOWA ID - IDAHO IL - ILLINOIS IN - INDIANA KS - KANSAS KY - KENTUCKY LA - LOUISIANA MA - MASSACHUSETTS MD - MARYLAND ME - MAINE MH - MARSHALL ISLANDS MI - MICHIGAN MN - MINNESOTA MO - MISSOURI MP - NORTHERN MARIANA ISLANDS MS - MISSISSIPPI MT - MONTANA NC - NORTH CAROLINA ND - NORTH DAKOTA NE - NEBRASKA NH - NEW HAMPSHIRE NJ - NEW JERSEY NM - NEW MEXICO NV - NEVADA NY - NEW YORK OH - OHIO OK - OKLAHOMA OR - OREGON PA - PENNSYLVANIA PR - PUERTO RICO PW - PALAU RI - RHODE ISLAND SC - SOUTH CAROLINA SD - SOUTH DAKOTA TN - TENNESSEE TX - TEXAS UM - UNITED STATES MINOR OUTLYING ISLANDS UT - UTAH VA - VIRGINIA VI - VIRGIN ISLANDS OF THE UNITED STATES VT - VERMONT WA - WASHINGTON WI - WISCONSIN WV - WEST VIRGINIA WY - WYOMING</p>

Data Business Rules:

When collected/updated? Collected upon accession and updated as required

Information Requirement Name	Information Requirement Description
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Where collected/updated? Personnel Support Activity
Timeliness Required? Within 12 hours of accession or changes
Events Triggered? None
Authority Required? Personnel Support Activity
Data dependencies? None
Source: Driver's License
Valid Format: Character

DRUG CODE

The substance tested for non-medical drug use.

Sample Codes:
Marijuana
Cocaine

Data Business Rules:

When collected/updated? Collected upon initiation of a drug test
Where collected/updated? Accession Activity, Personnel Support Activity
Timeliness Required? Within 24 hours of drug test
Events Triggered? None
Authority Required? Accession Activity, Personnel Support Activity, Command
Data dependencies? Test Name Administered
Source: Other Documentation (medical document)
Valid Format: Character

Drug Test Result

The test results for non-medical drug use.

Codes:
P - POSITIVE
N - NEGATIVE

Data Business Rules:

When collected/updated? Collected upon receiving the results of a drug test
Where collected/updated? Accession Activity, Personnel Support Activity
Timeliness Required? Within 24 hours of receipt of results
Events Triggered? None
Authority Required? Accession Activity, Personnel Support Activity
Data dependencies? Test Name Administered
Source: Other Documentation (medical document)
Valid Format: Character

Information Requirement Name	Information Requirement Description
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Education Years Completed

The number of years education completed, beginning with first grade.

Data Business Rules:

When collected/updated? Collected upon accession and updated as required

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of receipt of documents

Events Triggered? Pay and Entitlements, Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other documentation (certificate, transcript, etc.)

Valid Format: Represented as a Number

Educational Designator Code

The formal educational designation attained by the person.

Sample Codes:

1 - Less than high school diploma - Status of an individual who is not currently attending high school and who is neither a high school graduate nor an alternate high school credential holder.

M - Credential near completion - Status of an individual who is currently pursuing completion of a high school diploma, test-based equivalency diploma, occupational program certificate, correspondence school diploma, home study diploma, adult education diploma, or high school certificate of attendance.

E - Test-based equivalency diploma - A diploma or certificate of GED or other test-based high school equivalency diploma, excluding a GED certificate awarded at the completion of the National Guard Challenge Program. This includes State-wide testing programs such as the CHSPE, whereby examinees may earn a certificate of competency or proficiency. A State or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. This is considered an alternate high school credential.

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Data Business Rules:

When collected/updated? Collected when personnel record is created and updated when person's educational level changes.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of notification of change

Events Triggered? Assignment, Eligibility, Classification

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other documentation [Educational Certificate]

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Educational Discipline

The major or field of study pursued/earned by the person.

Sample Codes:

010101 - AGRICULTURAL BUSINESS AND MANAGEMENT, GENERAL
020101 - AGRICULTURE/AGRICULTURAL SCIENCES, GENERAL
030101 - NATURAL RESOURCES CONSERVATION, GENERAL
040201 - ARCHITECTURE
050101 - AFRICAN STUDIES
080102 - FASHION MERCHANDISING
081001 - INSURANCE MARKETING OPERATIONS
090101 - COMMUNICATIONS, GENERAL
130101 - EDUCATION GENERAL
131304 - DRIVER AND SAFETY TEACHER EDUCATION

Data Business Rules:

When collected/updated? Collected upon accession and updated as required

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of receipt of documents

Events Triggered? Pay and Entitlements, Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other documentation (certificate, transcript, etc.)

Valid Format: Character

Educational Organization Type

The code that represents a specific kind of educational organization.

Codes:

A - ACADEMY
B - COLLEGE
C - ELEMENTARY SCHOOL
D - HIGH SCHOOL
E - JUNIOR COLLEGE
F - UNIVERSITY
G - VOCATIONAL SCHOOL

Data Business Rules:

When collected/updated? Collected when established for a school and updated when changed for a school

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of the establishment or change of the school type

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Authorizing Authority

Valid Format: Character

Information Requirement Name	Information Requirement Description
Effective Date of Current State <i>Data Business Rules:</i> When collected/updated? Collected upon accession and updated as changes occur Where collected/updated? Accession Activity, Personnel Support Activity Timeliness Required? Within 24 hours of accession or change Events Triggered? Pay and Entitlements Authority Required? Personnel Support Activity Data dependencies? Address: Legal Residence Source: Other Documentation (State of Legal Residence Form (DD form 2058)) Valid Format: Use date format (YYYYMMDD)	The effective date of the member's current state of residence. This is used to identify a telephone number, e-mail address, website address, etc. Textually identifies the electronic location in an electronic message transmission system of an "electronic mail" recipient.
Electronic Address Text <i>Data Business Rules:</i> When collected/updated? Collected upon accession/activation; updated when changes occur Where collected/updated? Accession Activity, Personnel Support Activity Timeliness Required? Within 12 hours of accession, activation, or change Events Triggered? None Authority Required? Accession Activity, Personnel Support Activity Data dependencies? Person or Organization and Electronic Address Type Source: Orders or other documentation (person declared) Valid Format: Clear text	The characters that are the actual description of an electronic address. This is used to identify a telephone number, e-mail address, website address, etc. Textually identifies the electronic location in an electronic message transmission system of an "electronic mail" recipient.
Electronic Network Type <i>Data Business Rules:</i> When collected/updated? Collected upon activation and updated as changes occur Where collected/updated? Organizational Hierarchy, Personnel Support Activity Timeliness Required? Within 12 hours of activation, or change Events Triggered? None Authority Required? Organizational Hierarchy, Personnel Support Activity Data dependencies? Person or Organization Source: Orders or other documentation (person declared) Valid Format: Character	The network used to transmit electronic mail or data. This may be a commercial (e.g. Internet) or DoD (e.g., SIPRNET, NIPRNET) network. Codes: A - COMMERCIAL B - DEFENSE SWITCHED NETWORK (DSN) C - FEDERAL TELEPHONE SERVICE (FTS) 2000

Information Requirement Name	Information Requirement Description
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Emancipated Minor Indicator **The indicator of whether or not the person is a minor married, divorced, or no longer parental control.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (court document)

Valid Format: Yes/No

End of Current Contract **The last day of active duty portion of current contract for Active Component members the date of separation as expressed on active duty orders for Reserve Component members.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession and updated as reported

Events Triggered? Pay and Entitlements, Strength Accounting

Authority Required? Organizational Hierarchy, Personnel Support Activity

Data dependencies? Contract Agreement

Source: Orders or other documentation (memo, message, etc.)

Valid Format: Use date format (YYYYMMDD)

End of Obligated Service Date **The date the person completes Military Service Obligation (expressed as total day, month and year).**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession and updated as reported

Events Triggered? Pay and Entitlements, Strength Accounting, Manpower

Authority Required? Organizational Hierarchy, Personnel Support Activity

Data dependencies? Contract Agreement

Source: Orders or other documentation (memo, message, etc.)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
Enlistment Contract End Date	The date on which a person's enlistment contract stops.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession and updated when changes occur
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of accession and updated as reported
Events Triggered?	Pay and Entitlements, Strength Accounting
Authority Required?	Personnel Support Activity
Data dependencies?	Enlistment Activity
Source:	Service Agreement
Valid Format:	Use date format (YYYYMMDD)
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Enlistment Date	The date a person signs the final enlistment document and is gained to Service Component strength.
<i>Data Business Rules:</i>	
When collected/updated?	Collected at the time a person Enlisted
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of receipt of Enlistment information
Events Triggered?	Pay and Entitlements
Authority Required?	Personnel Support Activity
Data dependencies?	Enlistment Activity
Source:	Service Agreement
Valid Format:	Use date format (YYYYMMDD)
<hr/>	
Ethnic Group	The code that represents a cultural background with which a person identifies.
Sample Codes: AA - ASIAN INDIAN AB - CHINESE AC - FILIPINO AD - GUAMANIAN AE - HAWAIIAN AF - JAPANESE AG - KOREAN AH - SAMOAN AI - VIETNAMESE AJ - OTHER ASIAN DESCENT	
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of accession or reporting change
Events Triggered?	None
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	None
Source:	Person declaration
Valid Format:	Character
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Information Requirement Name	Information Requirement Description
Exception to Policy Authority	The organization that authorizes the exception to policy.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon receipt of exception to policy
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of receipt
Events Triggered?	Personnel Actions
Authority Required?	Organizational Authority
Data dependencies?	Exception to Policy Description
Source:	Other Documentation (message, memo)
Valid Format:	Character
Exception to Policy Description	The description of the Service requirement change.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon receipt of exception to policy
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of receipt
Events Triggered?	Personnel Actions
Authority Required?	Organizational Authority
Data dependencies?	Exception to Policy Name
Source:	Other Documentation (message, memo)
Valid Format:	Clear text
Exception to Policy End Date	The end date of the policy exception.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon receipt of exception to policy
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of receipt
Events Triggered?	Personnel Actions
Authority Required?	Organizational Authority
Data dependencies?	Exception to Policy Description
Source:	Other Documentation (message, memo)
Valid Format:	Use date format (YYYYMMDD)
Exception to Policy Name	The name of the Service requirement that has been excepted.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon receipt of exception to policy
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of receipt
Events Triggered?	Personnel Actions
Authority Required?	Organizational Authority
Data dependencies?	None
Source:	Other Documentation (message, memo)
Valid Format:	Clear text

Information Requirement Name	Information Requirement Description
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Exception to Policy Start Date **The start date of the policy exception (Formatted as DDMMYYYY (02FEB1999)).**

Data Business Rules:

When collected/updated? Collected upon receipt of exception to policy
Where collected/updated? Accession Activity, Personnel Support Activity
Timeliness Required? Within 24 hours of receipt
Events Triggered? Personnel Actions
Authority Required? Organizational Authority
Data dependencies? Exception to Policy Name
Source: Other Documentation (message, memo)
Valid Format: Use date format (YYYYMMDD)

Exempt From Federal Withholding Indicator **The indicator of whether or not a person declares him/herself exempt from federal ta**

Data Business Rules:

When collected/updated? Collected upon receipt of person's request
Where collected/updated? Pay Support Activity
Timeliness Required? Within 12 hours of receipt of request
Events Triggered? Pay and Entitlements
Authority Required? Pay Support Activity
Data dependencies? Pay Record
Source: Other Documentation (W-4)
Valid Format: Yes/No

Exempt from State Withholding Indicator **The indicator of whether or not a person elected to claim exemption from withholding state tax purposes.**

Data Business Rules:

When collected/updated? Collected upon receipt of person's request
Where collected/updated? Pay Support Activity
Timeliness Required? Within 12 hours of receipt of request
Events Triggered? Pay and Entitlements
Authority Required? Pay Support Activity
Data dependencies? Pay Record
Source: Other Documentation (W-4)
Valid Format: Yes/No

Information Requirement Name	Information Requirement Description
Federal Income Tax Withholding Deduction Election	<p>The person's election as married or single for withholding federal tax purposes (i.e. single, married, married but withhold at higher single rate).</p> <p>Codes: A - MARRIED B - MARRIED, BUT WITHHOLD AT HIGHER SINGLE RATE C - SINGLE</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of accession or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Pay Amount, Salary</p> <p>Source: Pay Record, Other Documentation (W4 document)</p> <p>Valid Format: Character</p>
Federal Income Tax Withholding Exemption Number	<p>The total number of allowances person elects to claim for federal withholding tax pur</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of accession or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? Pay Amount, Salary</p> <p>Source: Pay Record, Other Documentation (W4 document)</p> <p>Valid Format: Represented as a number</p>
Financial Account Type	<p>A kind of financial account.</p> <p>Codes: A - SAVING B - CHECKING C - INDIVIDUAL RETIREMENT ACCOUNT (IRA) D - 401-K E - KEOGH F - ESCROW</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession or as changes occur</p> <p>Where collected/updated? Accession Activity, Pay Support Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of accession or change</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Pay Support Activity</p> <p>Data dependencies? None</p> <p>Source: Person Declaration</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
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Financial Institution Account Number **The number assigned by a financial institution for deposits.**

Data Business Rules:

When collected/updated? Collected upon accession or as changes occur

Where collected/updated? Accession Activity, Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Financial Company Code

Source: Person Declaration

Valid Format: Represented as a number

Financial Institution Name **The complete name of the financial institution the member elects.**

Data Business Rules:

When collected/updated? Collected upon accession or as changes occur

Where collected/updated? Accession Activity, Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Financial Company Code

Source: Person Declaration

Valid Format: Clear text

Financial Institution Routing Number **The number that uniquely identifies a financial institution.**

Data Business Rules:

When collected/updated? Collected upon accession or as changes occur

Where collected/updated? Accession Activity, Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Financial Company Code

Source: Person Declaration

Valid Format: Represented as a number

Information Requirement Name	Information Requirement Description
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Foreign Language The language, other than English, in which the person has capabilities (e.g., read, write, speak, interpret, etc.) regardless of proficiency. The person may have capabilities in multiple foreign languages.

Sample Codes:
AAA - GHOTUO
AAB - ARUM-CESU
AAC - ARI
AAD - AMAL
AAF - ARANADAN
AAG - ARE
AAH - ARAKH
AAI - ARIFAMA-MINIAFIA
AAK - ANKAVE
AAL - AFADE

Data Business Rules:

When collected/updated? Collected when a personnel record is established and updated when a person declares a language proficiency or successfully completes language training.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of person's reporting or within 12 hours of successful completion of language training.

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None.

Source: Other Documentation (school transcripts, test results)

Valid Format: Character

Foreign Language Proficiency Level The measurement of expertise (i.e., reading, speaking, listening, and writing) in a language that a person may earn or Position may require.

Sample Codes:
00 - NO PROFICIENCY
06 - PRE-ELEMENTARY PROFICIENCY
10 - ELEMENTARY PROFICIENCY
16 - ELEMENTARY PROFICIENCY, PLUS
20 - LIMITED WORKING PROFICIENCY
26 - LIMITED WORKING PROFICIENCY, PLUS
30 - GENERAL PROFESSIONAL PROFICIENCY
36 - GENERAL PROFESSIONAL PROFICIENCY, PLUS
40 - ADVANCED PROFESSIONAL PROFICIENCY
46 - ADVANCED PROFESSIONAL PROFICIENCY, PLUS

Data Business Rules:

When collected/updated? Collected when a person is tested.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of person's test results being reported.

Events Triggered? Pay and Entitlements, Assignment Eligibility, Promotion Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Foreign Language Proficiency Type, Foreign Language.

Source: Other Documentation (test results)

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Foreign Language Proficiency Test Date **The date of a person's foreign language proficiency test.**

Data Business Rules:

When collected/updated? Collected upon report of completion of the Foreign Language Proficiency Test

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of report

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? Foreign Language Proficiency Source

Source: Other Documentation (test results)

Valid Format: Use date format (YYYYMM)

Foreign Language Proficiency Type **The type of foreign language proficiency the person possesses (i.e., read, write, list, speak).**

Sample Codes:

A - COMMUNICATE

B - DISSEMINATE

C - EDIT

D - EXPRESS

E - FORMAT

F - ILLUSTRATE

G - INFORM

H - INTERPRET

I - LISTEN

J - NAME

Data Business Rules:

When collected/updated? Collected when a person is tested.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of person's test results being reported.

Events Triggered? Pay and Entitlements, Assignment Eligibility, Promotion Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Foreign Language.

Source: Other Documentation (test results)

Valid Format: Character

Information Requirement Name	Information Requirement Description
Gender	<p>The identification of a person's gender as male, female or unknown (unknown is used when gender is not specified).</p> <p>Codes: 0 - INDETERMINATE 1 - MALE 2 - FEMALE 9 - UNKNOWN</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when a person's record is established. Update if required.</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of person's reported change.</p> <p>Events Triggered? Pay and Entitlements, Assignment Eligibility</p> <p>Authority Required? Medical Authority.</p> <p>Data dependencies? None.</p> <p>Source: Person Declaration, Other Document (medical reports)</p> <p>Valid Format: Character</p>
Geographic Location Guaranteed by Enlistment	<p>The geographic location to which the person will be assigned based on the contractual obligation on the part of the Service Component (e.g., Europe, Fort Carson, North Caro</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession</p> <p>Where collected/updated? Accession Activity</p> <p>Timeliness Required? Within 24 hours of accession</p> <p>Events Triggered? Assignment Eligibility, Strength Accounting</p> <p>Authority Required? Accession Activity</p> <p>Data dependencies? None</p> <p>Source: Other Documentation (enlistment contract)</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
Grade	<p>The step or degree, in a graduated scale of office or military rank or civilian government classification, that is established and designated as a grade by law or regulation.</p> <p>CODES:</p> <p>For Army, Use: O10 - COMMISSIONED OFFICER, GENERAL OF THE ARMY (FIVE STAR) O10 - COMMISSIONED OFFICER, GENERAL O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL O8 - COMMISSIONED OFFICER, MAJOR GENERAL O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL O6 - COMMISSIONED OFFICER, COLONEL O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL O4 - COMMISSIONED OFFICER, MAJOR O3 - COMMISSIONED OFFICER, CAPTAIN O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT CWO5 - COMMISSIONED OFFICER, MASTER WARRANT OFFICER FIVE CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FOUR CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER THREE CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER TWO W01 - WARRANT OFFICER, WARRANT OFFICER ONE E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR OF THE ARMY E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, COMMAND SERGEANT MAJOR E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, FIRST SERGEANT E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT FIRST CLASS E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CORPORAL E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SPECIALIST E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE FIRST CLASS E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE-2 E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE-1</p> <p>For Navy, Use: O10 - COMMISSIONED OFFICER, FLEET ADMIRAL (FIVE STAR) O10 - COMMISSIONED OFFICER, ADMIRAL O9 - COMMISSIONED OFFICER, VICE ADMIRAL O8 - COMMISSIONED OFFICER, REAR ADMIRAL (UPPER HALF) O7 - COMMISSIONED OFFICER, REAR ADMIRAL (LOWER HALF) O6 - COMMISSIONED OFFICER, CAPTAIN O5 - COMMISSIONED OFFICER, COMMANDER O4 - COMMISSIONED OFFICER, LIEUTENANT COMMANDER O3 - COMMISSIONED OFFICER, LIEUTENANT O2 - COMMISSIONED OFFICER, LIEUTENANT JUNIOR GRADE O1 - COMMISSIONED OFFICER, ENSIGN CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER W01 - WARRANT OFFICER, WARRANT OFFICER E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER CHIEF PETTY OFFICER OF THE NAVY E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER CHIEF PETTY OFFICER E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR CHIEF PETTY OFFICER E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF PETTY OFFICER E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER FIRST CLASS E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER SECOND CLASS</p>

Information Requirement Name	Information Requirement Description
	<p>E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER THIRD CLASS</p> <p>E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN</p> <p>E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN APPRENTICE</p> <p>E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN RECRUIT</p> <p>For Air Force, Use:</p> <p>O10 - COMMISSIONED OFFICER, GENERAL</p> <p>O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL</p> <p>O8 - COMMISSIONED OFFICER, MAJOR GENERAL</p> <p>O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL</p> <p>O6 - COMMISSIONED OFFICER, COLONEL</p> <p>O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL</p> <p>O4 - COMMISSIONED OFFICER, MAJOR</p> <p>O3 - COMMISSIONED OFFICER, CAPTAIN</p> <p>O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT</p> <p>O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT</p> <p>E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF MASTER SERGEANT OF THE AIR FORCE</p> <p>E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF MASTER SERGEANT</p> <p>E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR MASTER SERGEANT</p> <p>E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT</p> <p>E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, TECH SERGEANT</p> <p>E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT</p> <p>E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR AIRMAN</p> <p>E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, AIRMAN FIRST CLASS</p> <p>E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, AIRMAN</p> <p>E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, AIRMAN BASIC</p> <p>For Marine Corps, Use:</p> <p>O10 - COMMISSIONED OFFICER, GENERAL</p> <p>O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL</p> <p>O8 - COMMISSIONED OFFICER, MAJOR GENERAL</p> <p>O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL</p> <p>O6 - COMMISSIONED OFFICER, COLONEL</p> <p>O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL</p> <p>O4 - COMMISSIONED OFFICER, MAJOR</p> <p>O3 - COMMISSIONED OFFICER, CAPTAIN</p> <p>O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT</p> <p>O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT</p> <p>CWO5 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FIVE</p> <p>CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FOUR</p> <p>CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER THREE</p> <p>CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER TWO</p> <p>W01 - WARRANT OFFICER, WARRANT OFFICER ONE</p> <p>E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR OF THE MARINE CORPS</p> <p>E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR</p> <p>E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER GUNNERY SERGEANT</p> <p>E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, FIRST SERGEANT</p> <p>E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT</p> <p>E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, GUNNERY SERGEANT</p> <p>E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT</p> <p>E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT</p> <p>E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CORPORAL</p> <p>E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, LANCE CORPORAL</p> <p>E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE FIRST CLASS</p> <p>E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE</p> <p>For Administrative Law Judges and Members of Boards of Contract Appeals, Use:</p> <p>AL-3/A - CHAIRMAN</p> <p>AL-3/B - VICE CHAIRMAN</p> <p>AL-3/C - OTHER MEMBERS</p>

Information Requirement Name	Information Requirement Description
	AL-3/D - OTHER MEMBERS AL-3/E - OTHER MEMBERS AL-3/F - OTHER MEMBERS AL-2 - OTHER MEMBERS AL-1 - OTHER MEMBERS For Executive Schedule, Use: EX-I - EXECUTIVE SCHEDULE LEVEL I EX-II - EXECUTIVE SCHEDULE LEVEL II EX-III - EXECUTIVE SCHEDULE LEVEL III EX-IV - EXECUTIVE SCHEDULE LEVEL IV EX-V - EXECUTIVE SCHEDULE LEVEL V For Senior Executive Service and Employees in Senior-Level and Scientific or Professional Positions, Use: ES-6 - SENIOR EXECUTIVE SERVICE ES-5 - SENIOR EXECUTIVE SERVICE ES-4 - SENIOR EXECUTIVE SERVICE ES-3 - SENIOR EXECUTIVE SERVICE ES-2 - SENIOR EXECUTIVE SERVICE ES-1 - SENIOR EXECUTIVE SERVICE For General Schedule Employees, Use: GS-15 - GENERAL SCHEDULE GS-14 - GENERAL SCHEDULE GS-13 - GENERAL SCHEDULE GS-12 - GENERAL SCHEDULE GS-11 - GENERAL SCHEDULE GS-10 - GENERAL SCHEDULE GS-09 - GENERAL SCHEDULE GS-08 - GENERAL SCHEDULE GS-07 - GENERAL SCHEDULE GS-06 - GENERAL SCHEDULE GS-05 - GENERAL SCHEDULE GS-04 - GENERAL SCHEDULE GS-03 - GENERAL SCHEDULE GS-02 - GENERAL SCHEDULE GS-01 - GENERAL SCHEDULE For Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for U.S. Citizen Wage Employees in Foreign Areas, Use: WG-15 - WAGE GRADE WG-14 - WAGE GRADE WG-13 - WAGE GRADE WG-12 - WAGE GRADE WG-11 - WAGE GRADE WG-10 - WAGE GRADE WG-09 - WAGE GRADE WG-08 - WAGE GRADE WG-07 - WAGE GRADE WG-06 - WAGE GRADE WG-05 - WAGE GRADE WG-04 - WAGE GRADE WG-03 - WAGE GRADE WG-02 - WAGE GRADE WG-01 - WAGE GRADE WL-15 - WAGE LEADER WL-14 - WAGE LEADER WL-13 - WAGE LEADER WL-12 - WAGE LEADER WL-11 - WAGE LEADER WL-10 - WAGE LEADER WL-09 - WAGE LEADER WL-08 - WAGE LEADER WL-07 - WAGE LEADER WL-06 - WAGE LEADER

Information Requirement Name	Information Requirement Description
	WL-05 - WAGE LEADER WL-04 - WAGE LEADER WL-03 - WAGE LEADER WL-02 - WAGE LEADER WL-01 - WAGE LEADER WS-19 - WAGE SUPERVISOR WS-18 - WAGE SUPERVISOR WS-17 - WAGE SUPERVISOR WS-16 - WAGE SUPERVISOR WS-15 - WAGE SUPERVISOR WS-14 - WAGE SUPERVISOR WS-13 - WAGE SUPERVISOR WS-12 - WAGE SUPERVISOR WS-11 - WAGE SUPERVISOR WS-10 - WAGE SUPERVISOR WS-09 - WAGE SUPERVISOR WS-08 - WAGE SUPERVISOR WS-07 - WAGE SUPERVISOR WS-06 - WAGE SUPERVISOR WS-05 - WAGE SUPERVISOR WS-04 - WAGE SUPERVISOR WS-03 - WAGE SUPERVISOR WS-02 - WAGE SUPERVISOR WS-01 - WAGE SUPERVISOR WD-11 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-10 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-09 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-08 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-07 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-06 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-05 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-04 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-03 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-02 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-01 - PRODUCTION FACILITATOR, NON-SUPERVISORY WN-09 - PRODUCTION FACILITATOR, SUPERVISORY WN-08 - PRODUCTION FACILITATOR, SUPERVISORY WN-07 - PRODUCTION FACILITATOR, SUPERVISORY WN-06 - PRODUCTION FACILITATOR, SUPERVISORY WN-05 - PRODUCTION FACILITATOR, SUPERVISORY WN-04 - PRODUCTION FACILITATOR, SUPERVISORY WN-03 - PRODUCTION FACILITATOR, SUPERVISORY WN-02 - PRODUCTION FACILITATOR, SUPERVISORY WN-01 - PRODUCTION FACILITATOR, SUPERVISORY

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated upon change.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of effective date.

Events Triggered? Pay and Entitlements, Assignment Eligibility, Transition Eligibility, Classification, Promotion

Authority Required? Promotion Authority

Data dependencies? None

Source: Orders

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Grade Effective Date

The date on which a member's grade becomes effective.

Data Business Rules:

When collected/updated? Collected when the member attains pay grade and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of Member attaining pay grade

Events Triggered? Pay and Entitlements, Duty Status

Authority Required? Personnel Support Activity

Data dependencies? member eligibility

Source: Orders, Person Pay Grade Status, Personnel Record

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
Grade Projected	<p>The person's projected pay grade.</p> <p>CODES:</p> <p>For Army, Use:</p> <p>O10 - COMMISSIONED OFFICER, GENERAL OF THE ARMY (FIVE STAR) O10 - COMMISSIONED OFFICER, GENERAL O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL O8 - COMMISSIONED OFFICER, MAJOR GENERAL O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL O6 - COMMISSIONED OFFICER, COLONEL O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL O4 - COMMISSIONED OFFICER, MAJOR O3 - COMMISSIONED OFFICER, CAPTAIN O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT CWO5 - COMMISSIONED OFFICER, MASTER WARRANT OFFICER FIVE CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FOUR CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER THREE CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER TWO W01 - WARRANT OFFICER, WARRANT OFFICER ONE E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR OF THE ARMY E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, COMMAND SERGEANT MAJOR E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, FIRST SERGEANT E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT FIRST CLASS E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CORPORAL E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SPECIALIST E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE FIRST CLASS E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE-2 E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE-1</p> <p>For Navy, Use:</p> <p>O10 - COMMISSIONED OFFICER, FLEET ADMIRAL (FIVE STAR) O10 - COMMISSIONED OFFICER, ADMIRAL O9 - COMMISSIONED OFFICER, VICE ADMIRAL O8 - COMMISSIONED OFFICER, REAR ADMIRAL (UPPER HALF) O7 - COMMISSIONED OFFICER, REAR ADMIRAL (LOWER HALF) O6 - COMMISSIONED OFFICER, CAPTAIN O5 - COMMISSIONED OFFICER, COMMANDER O4 - COMMISSIONED OFFICER, LIEUTENANT COMMANDER O3 - COMMISSIONED OFFICER, LIEUTENANT O2 - COMMISSIONED OFFICER, LIEUTENANT JUNIOR GRADE O1 - COMMISSIONED OFFICER, ENSIGN CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER W01 - WARRANT OFFICER, WARRANT OFFICER E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER CHIEF PETTY OFFICER OF THE NAVY E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER CHIEF PETTY OFFICER E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR CHIEF PETTY OFFICER E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF PETTY OFFICER E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER FIRST CLASS E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER SECOND CLASS E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PETTY OFFICER THIRD CLASS</p>

Information Requirement Name	Information Requirement Description
	<p>E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN APPRENTICE E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SEAMAN RECRUIT For Air Force, Use: O10 - COMMISSIONED OFFICER, GENERAL O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL O8 - COMMISSIONED OFFICER, MAJOR GENERAL O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL O6 - COMMISSIONED OFFICER, COLONEL O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL O4 - COMMISSIONED OFFICER, MAJOR O3 - COMMISSIONED OFFICER, CAPTAIN O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF MASTER SERGEANT OF THE AIR FORCE E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CHIEF MASTER SERGEANT E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR MASTER SERGEANT E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, TECH SERGEANT E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SENIOR AIRMAN E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, AIRMAN FIRST CLASS E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, AIRMAN E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, AIRMAN BASIC</p> <p>For Marine Corps, Use: O10 - COMMISSIONED OFFICER, GENERAL O9 - COMMISSIONED OFFICER, LIEUTENANT GENERAL O8 - COMMISSIONED OFFICER, MAJOR GENERAL O7 - COMMISSIONED OFFICER, BRIGADIER GENERAL O6 - COMMISSIONED OFFICER, COLONEL O5 - COMMISSIONED OFFICER, LIEUTENANT COLONEL O4 - COMMISSIONED OFFICER, MAJOR O3 - COMMISSIONED OFFICER, CAPTAIN O2 - COMMISSIONED OFFICER, FIRST LIEUTENANT O1 - COMMISSIONED OFFICER, SECOND LIEUTENANT CWO5 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FIVE CWO4 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER FOUR CWO3 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER THREE CWO2 - COMMISSIONED OFFICER, CHIEF WARRANT OFFICER TWO W01 - WARRANT OFFICER, WARRANT OFFICER ONE E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR OF THE MARINE CORPS E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT MAJOR E9 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER GUNNERY SERGEANT E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, FIRST SERGEANT E8 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, MASTER SERGEANT E7 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, GUNNERY SERGEANT E6 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, STAFF SERGEANT E5 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, SERGEANT E4 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, CORPORAL E3 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, LANCE CORPORAL E2 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE FIRST CLASS E1 - ENLISTED - INCLUDES OFFICER CANDIDATE SCHOOL, PRIVATE</p> <p>For Administrative Law Judges and Members of Boards of Contract Appeals, Use: AL-3/A - CHAIRMAN AL-3/B - VICE CHAIRMAN AL-3/C - OTHER MEMBERS AL-3/D - OTHER MEMBERS AL-3/E - OTHER MEMBERS AL-3/F - OTHER MEMBERS AL-2 - OTHER MEMBERS</p>

Information Requirement Name	Information Requirement Description
	<p>AL-1 - OTHER MEMBERS</p> <p>For Executive Schedule, Use:</p> <p>EX-I - EXECUTIVE SCHEDULE LEVEL I EX-II - EXECUTIVE SCHEDULE LEVEL II EX-III - EXECUTIVE SCHEDULE LEVEL III EX-IV - EXECUTIVE SCHEDULE LEVEL IV EX-V - EXECUTIVE SCHEDULE LEVEL V</p> <p>For Senior Executive Service and Employees in Senior-Level and Scientific or Professional Positions, Use:</p> <p>ES-6 - SENIOR EXECUTIVE SERVICE ES-5 - SENIOR EXECUTIVE SERVICE ES-4 - SENIOR EXECUTIVE SERVICE ES-3 - SENIOR EXECUTIVE SERVICE ES-2 - SENIOR EXECUTIVE SERVICE ES-1 - SENIOR EXECUTIVE SERVICE</p> <p>For General Schedule Employees, Use:</p> <p>GS-15 - GENERAL SCHEDULE GS-14 - GENERAL SCHEDULE GS-13 - GENERAL SCHEDULE GS-12 - GENERAL SCHEDULE GS-11 - GENERAL SCHEDULE GS-10 - GENERAL SCHEDULE GS-09 - GENERAL SCHEDULE GS-08 - GENERAL SCHEDULE GS-07 - GENERAL SCHEDULE GS-06 - GENERAL SCHEDULE GS-05 - GENERAL SCHEDULE GS-04 - GENERAL SCHEDULE GS-03 - GENERAL SCHEDULE GS-02 - GENERAL SCHEDULE GS-01 - GENERAL SCHEDULE</p> <p>For Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for U.S. Citizen Wage Employees in Foreign Areas, Use:</p> <p>WG-15 - WAGE GRADE WG-14 - WAGE GRADE WG-13 - WAGE GRADE WG-12 - WAGE GRADE WG-11 - WAGE GRADE WG-10 - WAGE GRADE WG-09 - WAGE GRADE WG-08 - WAGE GRADE WG-07 - WAGE GRADE WG-06 - WAGE GRADE WG-05 - WAGE GRADE WG-04 - WAGE GRADE WG-03 - WAGE GRADE WG-02 - WAGE GRADE WG-01 - WAGE GRADE</p> <p>WL-15 - WAGE LEADER WL-14 - WAGE LEADER WL-13 - WAGE LEADER WL-12 - WAGE LEADER WL-11 - WAGE LEADER WL-10 - WAGE LEADER WL-09 - WAGE LEADER WL-08 - WAGE LEADER WL-07 - WAGE LEADER WL-06 - WAGE LEADER WL-05 - WAGE LEADER WL-04 - WAGE LEADER WL-03 - WAGE LEADER WL-02 - WAGE LEADER</p>

Information Requirement Name	Information Requirement Description
	WL-01 - WAGE LEADER WS-19 - WAGE SUPERVISOR WS-18 - WAGE SUPERVISOR WS-17 - WAGE SUPERVISOR WS-16 - WAGE SUPERVISOR WS-15 - WAGE SUPERVISOR WS-14 - WAGE SUPERVISOR WS-13 - WAGE SUPERVISOR WS-12 - WAGE SUPERVISOR WS-11 - WAGE SUPERVISOR WS-10 - WAGE SUPERVISOR WS-09 - WAGE SUPERVISOR WS-08 - WAGE SUPERVISOR WS-07 - WAGE SUPERVISOR WS-06 - WAGE SUPERVISOR WS-05 - WAGE SUPERVISOR WS-04 - WAGE SUPERVISOR WS-03 - WAGE SUPERVISOR WS-02 - WAGE SUPERVISOR WS-01 - WAGE SUPERVISOR WD-11 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-10 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-09 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-08 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-07 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-06 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-05 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-04 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-03 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-02 - PRODUCTION FACILITATOR, NON-SUPERVISORY WD-01 - PRODUCTION FACILITATOR, NON-SUPERVISORY WN-09 - PRODUCTION FACILITATOR, SUPERVISORY WN-08 - PRODUCTION FACILITATOR, SUPERVISORY WN-07 - PRODUCTION FACILITATOR, SUPERVISORY WN-06 - PRODUCTION FACILITATOR, SUPERVISORY WN-05 - PRODUCTION FACILITATOR, SUPERVISORY WN-04 - PRODUCTION FACILITATOR, SUPERVISORY WN-03 - PRODUCTION FACILITATOR, SUPERVISORY WN-02 - PRODUCTION FACILITATOR, SUPERVISORY WN-01 - PRODUCTION FACILITATOR, SUPERVISORY
<i>Data Business Rules:</i>	
When collected/updated?	Collected when grade change is projected (e.g., Time in Grade, Time in Service, Promotion List, Punitive or Administrative Action, etc.).
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of determining that a projected grade change is to occur.
Events Triggered?	Pay and Entitlements, Assignment Eligibility, Transition Eligibility, Classification Eligibility, Promotion
Authority Required?	Promotion Authority
Data dependencies?	Current Grade, Time in Grade, Time in Service, Adverse Action Indicator
Source:	Promotion Order, Reduction Order
Valid Format:	Character

Information Requirement Name	Information Requirement Description
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Grade Projected Date **The date when a person's grade is projected to change.**

Data Business Rules:

When collected/updated? Collected when grade change is projected (e.g., Time in Grade, Time in Service, Promotion List, Punitive or Administrative Action, etc.).

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of determining that a projected grade change is to occur.

Events Triggered? Pay and Entitlements, Assignment Eligibility, Transition Eligibility, Classification Eligibility, Promotion

Authority Required? Promotion Authority

Data dependencies? Grade Projected

Source: Promotion Order, Reduction Order

Valid Format: Use date format (YYYYMMDD)

Guaranteed Trng. Adv. Occupational Specialty Trng. **The guaranteed occupational training school that provides an advanced specific skill or occupational specialty for the person.**

Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? Assignment Eligibility

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation (enlistment contract)

Valid Format: Clear text

Guaranteed Trng. Init. Occupational Specialty Trng. **The guaranteed occupational training school that provides a basic specific skill or occupational specialty for the person.**

Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? Assignment Eligibility

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation (enlistment contract)

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
Guard Parent State	<p>The state where the Air Guard or Army National Guard unit is located.</p> <p>Sample Codes:</p> <p>AK - ALASKA AL - ALABAMA AR - ARKANSAS AS - AMERICAN SAMOA AZ - ARIZONA CA - CALIFORNIA CO - COLORADO CT - CONNECTICUT DC - DISTRICT OF COLUMBIA DE - DELAWARE FL - FLORIDA FM - FEDERATED STATES OF MICRONESIA GA - GEORGIA GU - GUAM HI - HAWAII IA - IOWA ID - IDAHO IL - ILLINOIS IN - INDIANA KS - KANSAS KY - KENTUCKY LA - LOUISIANA MA - MASSACHUSETTS MD - MARYLAND ME - MAINE MH - MARSHALL ISLANDS MI - MICHIGAN MN - MINNESOTA MO - MISSOURI MP - NORTHERN MARIANA ISLANDS MS - MISSISSIPPI MT - MONTANA NC - NORTH CAROLINA ND - NORTH DAKOTA NE - NEBRASKA NH - NEW HAMPSHIRE NJ - NEW JERSEY NM - NEW MEXICO NV - NEVADA NY - NEW YORK OH - OHIO OK - OKLAHOMA OR - OREGON PA - PENNSYLVANIA PR - PUERTO RICO PW - PALAU RI - RHODE ISLAND SC - SOUTH CAROLINA SD - SOUTH DAKOTA TN - TENNESSEE TX - TEXAS UM - UNITED STATES MINOR OUTLYING ISLANDS UT - UTAH VA - VIRGINIA VI - VIRGIN ISLANDS OF THE UNITED STATES VT - VERMONT WA - WASHINGTON WI - WISCONSIN WV - WEST VIRGINIA WY - WYOMING</p>

Data Business Rules:

When collected/updated? Collected when the personnel record is established and updated when the person's Parent Guard State

Information Requirement Name	Information Requirement Description
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changes.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of a designation or change.

Events Triggered? None

Authority Required? State Governor.

Data dependencies? Reserve Component

Source: Contract Order, Assignment Order

Valid Format: Character

Heterophoria Test Result

The result of a medical examination which measures a person ability to focus on a sir point (expressed as a numeric value).

Data Business Rules:

When collected/updated? Collected upon completion of heterophoria test

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of completion of heterophoria test

Events Triggered? Classification Eligibility

Authority Required? Medical Support Activity

Data dependencies? None

Source: Other Documentation (medical document)

Valid Format: Represented by a number

High School Address

The educational institution address (to include all aspects of U.S and non U.S. postal addresses).

Data Business Rules:

When collected/updated? Collected upon accession or completion of a course of study

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or completion of course of study

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? High School Name

Source: Other Documents (High School Transcript)

Valid Format: Clear text

High School Graduation Date

The date the person graduated from high school.

Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? None

Authority Required? Accession Activity

Data dependencies? Institution Attended Name

Source: Other Documentation (high school transcripts)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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High School Name

The name of the educational institution the person attended.

Data Business Rules:

When collected/updated? Collected upon accession or completion of a course of study

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or completion of course of study

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documents (High School Transcripts)

Valid Format: Clear text

Incentive: Control Number

A unique number that authorizes and tracks a specific incentive (expressed as alphanumeric).

Data Business Rules:

When collected/updated? Collected upon establishment of an incentive program

Where collected/updated? Organizational Hierarchy

Timeliness Required? Within 24 hours of establishment

Events Triggered? Pay and Entitlements

Authority Required? Organizational Hierarchy

Data dependencies? Incentive Program Type

Source: Other Documentation (incentive program document)

Valid Format: Represented as a number

Incentive: Description

The description of a specific incentive.

Data Business Rules:

When collected/updated? Collected upon establishment of an incentive program

Where collected/updated? Organizational Hierarchy

Timeliness Required? Within 24 hours of establishment

Events Triggered? Pay and Entitlements

Authority Required? Organizational Hierarchy

Data dependencies? Incentive Program Type

Source: Other Documentation (incentive program document)

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
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Incentive: Status

The status of a person's incentive.

Codes:

A - DESIRED
B - DECLINED
C - SELECTED
D - OFFERED
E - ACCEPTED
F - CANCELLED
G - CONTRACTED
H - AWARDED

Data Business Rules:

When collected/updated? Collected when the status of a person's incentive changes

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? None

Source: Other Documentation (enlistment, reenlistment contract)

Valid Format: Character

Infectious Disease Test Description

The description of the examination a person is administered to test for an infectious disease.

Data Business Rules:

When collected/updated? Collected upon recording the infectious disease test results

Where collected/updated? Medical Support Activity

Timeliness Required? Within 24 hours of recording

Events Triggered? Assignment Eligibility

Authority Required? Medical Support Activity

Data dependencies? Test Type

Source: Medical Record

Valid Format: Clear text

Infectious Disease Test Results

The results of a person's test for an infectious disease.

Data Business Rules:

When collected/updated? Collected upon recording the infectious disease test results

Where collected/updated? Medical Support Activity

Timeliness Required? Within 24 hours of recording

Events Triggered? Assignment Eligibility

Authority Required? Medical Support Activity

Data dependencies? Test Type

Source: Medical Record

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
Initial Service Entry Uniformed Service Branch	<p>The Uniformed Service Branch in which a person first enters into service (e.g., enlistment, commissioning).</p> <p>Codes: F - AIR FORCE A - ARMY C - COAST GUARD M - MARINE CORPS N - NAVY O - THE COMMISSIONED CORPS OF THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION H - THE COMMISSIONED CORPS OF THE PUBLIC HEALTH SERVICE</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession</p> <p>Where collected/updated? Accession Activity</p> <p>Timeliness Required? Within 24 hours of accession</p> <p>Events Triggered? Strength Accounting</p> <p>Authority Required? Personnel Support Activity</p> <p>Data dependencies? None</p> <p>Source: Orders, Other Documentation (enlistment contract)</p> <p>Valid Format: Character</p>
Initial Strength Test Indicator	<p>The indicator of whether or not a person passed an Initial Strength Test (IST) (i.e., pull-ups, sit-ups, and 1-1/2 mile run) (Marine Corps specific).</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon completion of the initial strength test</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of test</p> <p>Events Triggered? Assignment Eligibility, Promotion Eligibility, Classification Eligibility</p> <p>Authority Required? Personnel Support Activity, Medical Authority, Organizational Hierarchy</p> <p>Data dependencies? Test Type</p> <p>Source: Other Documentation (Marine Corps regulation)</p> <p>Valid Format: Yes/No</p>
Insurance Company Address	<p>The person insurance company address (to include all aspects of U.S and non U.S. postal addresses).</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon association of an insurance company with a person and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of association or change</p> <p>Events Triggered? None</p> <p>Authority Required? Accession Activity, Personnel Support Activity</p> <p>Data dependencies? Insurance Company Full Name</p> <p>Source: Other Documentation (insurance policy)</p> <p>Valid Format: Clear text</p>

Information Requirement Name	Information Requirement Description
Insurance Company Full Name	The full name of person insurance company.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon association of an insurance company with a person and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of association or change
Events Triggered?	None
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	None
Source:	Other Documentation (insurance policy)
Valid Format:	Clear text
<hr/>	
Insurance Company Policy Number	The insurance policy number held by the person.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon association of an insurance company with a person and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of association or change
Events Triggered?	None
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	Insurance Company Full Name
Source:	Other Documentation (insurance policy)
Valid Format:	Represented as a number
<hr/>	
Joint Payee Full Legal Name	The Joint Payee's full legal name, including first, middle, last and cadency. This information requirement is required by the direct deposit sign up form.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity, Pay Support Activity
Timeliness Required?	Within 24 hours of accession or change
Events Triggered?	Pay and Entitlement
Authority Required?	Pay Support Activity
Data dependencies?	Deployment Criteria: Direct Deposit Effective Date
Source:	Person Declaration
Valid Format:	See Person Full Legal Name
<hr/>	
Joint Payee Signature or Authentication Date	Date the Joint Payee signed/authenticated and verified the information needed to complete the required action/form.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity, Pay Support Activity
Timeliness Required?	Within 24 hours of accession or change
Events Triggered?	Pay and Entitlement
Authority Required?	Pay Support Activity
Data dependencies?	Deployment Criteria: Direct Deposit Effective Date
Source:	Other Documentation (signature card)
Valid Format:	Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Joint Payee Signature or Authentication Indicator

The indicator of whether or not a Joint Payee signed/authenticated and verified the information needed to complete the required action/form.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity, Pay Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlement

Authority Required? Pay Support Activity

Data dependencies? Deployment Criteria: Direct Deposit Effective Date

Source: Other Documentation (signature card)

Valid Format: Yes/No

Military Spouse Indicator

**An indicator of whether or not a member's lawful spouse is a member of one of the U
Uniformed Services.**

Data Business Rules:

When collected/updated? Collected upon Accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Required for all events

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Orders that require establishment of a personnel record

Valid Format: Yes/No

Montgomery GI Bill (MGIB): Election Date

**The date service member elected to accept or decline participation in the active duty N
program (Formatted as DDMMYYYY (02FEB1999)).**

Data Business Rules:

When collected/updated? Collected upon accession or enrollment for MGIB and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of accession, enrollment or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Montgomery GI Bill (MGIB) Eligibility Status

Source: Other Documentation (enlistment contract)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Montgomery GI Bill (MGIB): Eligibility Start Date **The date MGIB eligibility will commence (Formatted as DDMMYYYY (02FEB1999)).**

Data Business Rules:

When collected/updated? Collected upon accession or enrollment for MGIB and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of accession, enrollment or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Montgomery GI Bill (MGIB) Eligibility Status

Source: Other Documentation (enlistment contract)

Valid Format: Use date format (YYYYMMDD)

Montgomery GI Bill (MGIB): Eligibility Status **The code that denotes a member's eligibility for the Montgomery GI Bill (MGIB).**

Sample Codes:

A = INELIGIBLE - SERVICE MEMBER HAS COMPLETED THE COURSE OF INSTRUCTION REQUIRED FOR THE AWARD OF A BACCALAUREATE OR EQUIVALENT DEGREE AND HAS NOT EXECUTED A 6-YEAR OBLIGATION IN THE SELECTED RESERVE AFTER SEPTEMBER 30, 1990. NO LONGER USED FOR PERSONNEL ACCESSED ON OR AFTER SEPTEMBER 30, 1990. THIS CODE BECOMES NOT APPLICABLE FOR MEMBERS OF THE SELRES EFFECTIVE JULY 1, 1994. (USED FOR HISTORICAL PURPOSES.)

B = INELIGIBLE - SERVICE MEMBER IN RECEIPT OF AN ROTC SCHOLARSHIP.

C = INELIGIBLE - SERVICE MEMBER HAS NOT EXECUTED A 6-YEAR ENLISTMENT/REENLISTMENT OR EXTENSION OF SERVICE IN THE SELECTED RESERVE AFTER JUNE 30, 1985.

D = INELIGIBLE - SERVICE MEMBER HAS EXECUTED A 6-YEAR ENLISTMENT/REENLISTMENT OR EXTENSION OF SERVICE IN THE SELECTED RESERVE AFTER JUNE 30, 1985, BUT HAS NOT COMPLETED IADT AS PRESCRIBED BY THE SECRETARY OF THE MILITARY DEPARTMENT (INCLUDES SPLIT TRAINING OPTION).

E = INELIGIBLE - SERVICE MEMBER DID NOT RECEIVE A SECONDARY SCHOOL DIPLOMA (OR EQUIVALENCY CERTIFICATE) BEFORE COMPLETION OF IADT (NPS) OR BEFORE EXECUTION OF A 6-YEAR ENLISTMENT/REENLISTMENT OR EXTENSION OF SERVICE IN THE SELECTED RESERVE. (PS).

F = ELIGIBLE - MEETS THE ELIGIBILITY CRITERIA UNDER REFERENCE (B).

G = INELIGIBLE - CORRECTION OF ERRONEOUS REPORT OF ELIGIBILITY. NO RECOUPMENT REQUIRED.

S = INELIGIBLE - ELIGIBILITY TERMINATED FTS AND/OR AGR WHO GAINED ENTITLEMENT TO THE MGIB, ON OR AFTER, NOVEMBER 29, 1989, ARE NOT ELIGIBLE FOR CHAPTER 106 OF REFERENCE (B).

H = ELIGIBILITY TERMINATED - SERVICE MEMBER HAS BEEN DETERMINED TO BE AN UNSATISFACTORY PARTICIPANT OR PERFORMER.

I = ELIGIBILITY TERMINATED - EXPIRATION OF 10 YEAR ELIGIBILITY PERIOD.

J = ELIGIBILITY TERMINATED - SERVICE MEMBER HAS COMPLETED A COURSE OF INSTRUCTION REQUIRED FOR THE AWARD OF A BA

Data Business Rules:

When collected/updated? Collected upon accession or enrollment for MGIB and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of accession, enrollment or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? None

Source: Other Documentation (enlistment contract)

Valid Format: Character

Information Requirement Name	Information Requirement Description
Montgomery GI Bill (MGIB): Eligibility Stop Date <i>Data Business Rules:</i> When collected/updated? Collected upon accession or enrollment for MGIB and updated as changes occur Where collected/updated? Personnel Support Activity Timeliness Required? Within 24 hours of accession, enrollment or change Events Triggered? Pay and Entitlements Authority Required? Pay Support Activity Data dependencies? Montgomery GI Bill (MGIB) Eligibility Status Source: Other Documentation (enlistment contract) Valid Format: Use date format (YYYYMMDD)	The date on which a member's eligibility for the Montgomery GI Bill eligibility ends. <hr/> Montgomery GI Bill (MGIB): Enrollment Status The code that denotes the status of a member's Montgomery GI Bill (MGIB) enrollment Codes: 1 - INELIGIBLE; MEMBER FIRST ENTERED ON ACTIVE DUTY BEFORE JULY 1, 1985. 2 - MEMBER HAS NOT EXECUTED A DECLINATION OF ENROLLMENT. 3 - INELIGIBLE; AFTER DECEMBER 31, 1976, MEMBER RECEIVED A COMMISSION AS AN OFFICER ON GRADUATING FROM A SERVICE ACADEMY OR COMPLETING A ROTC SCHOLARSHIP EDUCATIONAL ASSISTANCE PROGRAM. 4 - ENROLLED; MEMBER ON ACTIVE DUTY FOR A PERIOD OF OBLIGATED SERVICE OF LESS THAN THREE YEARS. 5 - ENROLLED; MEMBER ON ACTIVE DUTY FOR A PERIOD OF OBLIGATED SERVICE OF THREE YEARS, OR MORE. 6 - INELIGIBLE; MEMBER DECLINED ENROLLMENT. 0 - NO REPORTED ENROLLMENT STATUS. G - ENROLLED; MEMBER ON ACTIVE DUTY FOR A PERIOD OF OBLIGATED SERVICE OF LESS THAN THREE YEARS AND ENROLLED DURING OPEN PERIOD. H - ENROLLED; MEMBER ON ACTIVE DUTY FOR A PERIOD OF OBLIGATED SERVICE FOR THREE YEARS, OR MORE, AND ENROLLED DURING OPEN PERIOD. J - ENROLLED; MEMBER ENROLLED UNDER AN INVOLUNTARY SEPARATION PROGRAM AND DID NOT ENTER DURING VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP) ERA. (MEMBER MAY HAVE BEEN PREVIOUSLY ENROLLED IN THE MGIB REFERENCE (B)) PROGRAM.) K - ENROLLED; MEMBER ENROLLED UNDER AN INVOLUNTARY SEPARATION PROGRAM AND ENTERED DURING VEAP ERA. L - ENROLLED; MEMBER ENROLLED UNDER VOLUNTARY SEPARATION INCENTIVE (VSI) AND DID NOT ENTER DURING VEAP ERA. (MEMBER MAY HAVE BEEN PREVIOUSLY ENROLLED IN THE MGIB (REFERENCE (B)) PROGRAM.) M - ENROLLED; MEMBER ENROLLED UNDER THE VSI AND ENTERED DURING VEAP ERA. N - ENROLLED; MEMBER ENROLLED UNDER SPECIAL SEPARATION BENEFIT (SSB) AND DID NOT ENTER DURING VEAP ERA. (MEMBER MAY HAVE BEEN PREVIOUSLY ENROLLED IN THE MGIB (REFERENCE (B)) PROGRAM.) P - ENROLLED; MEMBER ENROLLED UNDER THE SSB AND ENTERED DURING VEAP ERA. <i>Data Business Rules:</i> When collected/updated? Collected when enrolled in the Montgomery GI Bill (MGIB) program and updated as changes occur Where collected/updated? Accession Activity, Personnel Support Activity Timeliness Required? Within 24 hours of enrollment or change Events Triggered? Pay and Entitlements Authority Required? Personnel Support Activity, Accession Activity Data dependencies? None Source: Other Documentation (MGIB enrollment document) Valid Format: Character

Information Requirement Name	Information Requirement Description
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Montgomery GI Bill (MGIB): Kicker	<p>The code that denotes the status of a member's Montgomery GI Bill (MGIB) kicker (incentive).</p> <p>Sample Codes: A - KICKER IS AUTHORIZED M - 3 YEAR OBLIGATION P - 4 YEAR OR LONGER OBLIGATION W - KICKER IS NOT AUTHORIZED</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when enrolled in the Montgomery GI Bill (MGIB) program kicker (incentive) and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of MGIB enrollment</p> <p>Events Triggered? Pay and Entitlements</p> <p>Authority Required? Accessions Activity, Personnel Support Activity</p> <p>Data dependencies? Active Component MGIB Enrollment Status</p> <p>Source: Other Documentation (MGIB enrollment document)</p> <p>Valid Format: Character</p>
Montgomery GI Bill (MGIB): Status Indicator	<p>The indicator of whether or not the person is eligible to participate in the Montgomery Bill.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession or enrollment for MGIB and updated as changes occur</p> <p>Where collected/updated?</p> <p>Timeliness Required?</p> <p>Events Triggered?</p> <p>Authority Required?</p> <p>Data dependencies?</p> <p>Source:</p> <p>Valid Format: Yes/No</p>
Name Change Date	<p>The date the person's name was changed.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when changes occur to a person's name</p> <p>Where collected/updated? Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of receipt of name change documentation</p> <p>Events Triggered? None</p> <p>Authority Required? Personnel Support Activity</p> <p>Data dependencies? Name Change Indicator</p> <p>Source: Other Documentation (marriage certificate, court documents)</p> <p>Valid Format: Use date format (YYYYMMDD)</p>

Information Requirement Name	Information Requirement Description
Obligated Active Length of Service	The specified period of time that the person is obligated to serve on Regular Active Duty in order to be eligible for the incentive (expressed as total days, months, and years).
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a person incurs a Service Commitment
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 24 hours of incurring the Service Commitment
Events Triggered?	Pay and Entitlements
Authority Required?	Personnel Support Activity
Data dependencies?	Basic Active Service Date, Obligated Service Date
Source:	Other Documentation (service agreement, training agreement)
Valid Format:	Represented as a number
.....	
Obligated Length of Service Total	The total specified period of time that the person is obligated to serve in order to be eligible for the incentive (expressed as total days, months, and years).
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a person incurs a Service Commitment
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 24 hours of incurring the Service Commitment
Events Triggered?	Pay and Entitlements
Authority Required?	Personnel Support Activity
Data dependencies?	Obligated Active Length of Service, Obligated Reserve Length of Service
Source:	Other Documentation (Service agreement, training agreement)
Valid Format:	Represented as a number
.....	
Obligated Reserve Length of Service	The length of current SELRES agreement/Service Commitment. The intent of this record field is to capture information on members that have incurred a specific obligation to serve in the Selected Reserve. For enlisted members this period coincides with the period of enlistment in the Reserve or be for a shorter period. For officers and warrant officers this agreement may be made to qualify for educational assistance under the Montgomery GI Bill, etc. All non-prior service enlistees will have a specific Selected Reserve agreement.
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a person incurs a Service Commitment
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of incurring the Service Commitment
Events Triggered?	Pay and Entitlements
Authority Required?	Personnel Support Activity
Data dependencies?	Obligated Service Date
Source:	Other Documentation (Service agreement, training agreement)
Valid Format:	Represented as a number
.....	

Information Requirement Name	Information Requirement Description
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Organ Donor Indicator

Indicator as to if a person is a participant in the Organ Donor Program

Data Business Rules:

When collected/updated? Collected upon participation in the Organ Donor Program.

Where collected/updated? Medical Support Activity

Timeliness Required? Within 24 hours of program enrollment.

Events Triggered? None

Authority Required? Medical Support Activity

Data dependencies? Dependent upon participation.

Source: Other documentation

Valid Format: Yes/No

Pay: Entry Base Date

The constructed date that establishes the beginning of an individual's creditable Federal Service for pay purposes.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity, Personnel Support Activity

Data dependencies? Enlistment Date, Date Initial Appointment Commissioned Officer, Date Initial Appointment Warrant Officer

Source: Personnel Record, Pay Record

Valid Format: Use date format (YYYYMMDD)

Pay: Frequency Election

The pay election frequency specified by a person.

Codes:

A - ONCE A MONTH

B - TWICE A MONTH

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Pay: Grade Date

The date a member's pay grade becomes effective.

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated upon change

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of effective date

Events Triqgered? Pay and Entitlements, Assignment Eligibility, Classification

Authority Required? Promotion Authority

Data dependencies? Grade

Source: Orders

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Pay: Plan

The code that represents a schedule for monetary compensation.

Sample Codes:

AJ - ADMINISTRATIVE JUDGE, NUCLEAR REGULATORY COMMISSION
AL - ADMINISTRATIVE LAW JUDGE
ZA - ADMINISTRATIVE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
EA - ADMINISTRATIVE SCHEDULE (EXCLUDED) - FOR USE BY THE TENNESSEE VALLEY AUTHORITY ONLY; NOT VALID FOR SUBMISSION TO THE CPDF
SA - ADMINISTRATIVE SCHEDULE - FOR USE BY THE TENNESSEE VALLEY AUTHORITY ONLY; NOT VALID FOR SUBMISSION TO THE CPDF
ZS - ADMINISTRATIVE SUPPORT - FOR USE BY THE DEPARTMENT OF COMMERCE (NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY) ONLY
AD - ADMINISTRATIVELY DETERMINED RATE, OTHER - NOT SPECIFIED ELSEWHERE
EH - ADVISORY COMMITTEE MEMBER, 5 UNITED STATES CODE 3109 - FOR USE WHEN THE APPOINTMENT IS EXEMPT FROM CIVIL SERVICE REQUIREMENTS FOR COMPETITIVE EXAMINATION, JOB CLASSIFICATION, AND GENERAL SCHEDULE PAY UNDER 5 UNITED STATES CODE 3109
EI - ADVISORY COMMITTEE MEMBER, OTHER - FOR USE WHEN THE APPOINTMENT IS EXEMPT FROM CIVIL SERVICE REQUIREMENTS FOR COMPETITIVE EXAMINATION, JOB CLASSIFICATION, AND GENERAL SCHEDULE PAY UNDER AUTHORITIES SIMILAR TO 5 UNITED STATES CODE 3109
SE - AIDE AND TECHNICIAN - FOR USE BY THE TENNESSEE VALLEY AUTHORITY ONLY; NOT VALID FOR SUBMISSION TO THE CPDF
WR - AIRCRAFT, ELECTRONIC EQUIPMENT, AND OPTICAL INSTRUMENT OVERHAUL AND REPAIR, LEADER - FEDERAL WAGE SYSTEM PAY PLAN; FOR USE IN PUERTO RICO ONLY
WU - AIRCRAFT, ELECTRONIC EQUIPMENT, AND OPTICAL INSTRUMENT OVERHAUL AND REPAIR, NONSUPERVISORY - FEDERAL WAGE SYSTEM PAY PLAN; FOR USE IN PUERTO RICO ONLY
WQ - AIRCRAFT, ELECTRONIC EQUIPMENT, AND OPTICAL INSTRUMENT OVERHAUL AND REPAIR, SUPERVISORY - FEDERAL WAGE SYSTEM PAY PLAN; FOR USE IN PUERTO RICO ONLY
AF - AMERICAN FAMILY MEMBER - FOR USE BY THE DEPARTMENT OF STATE, U.S. INFORMATION AGENCY, U.S INTERNATIONAL DEVELOPMENT COOPERATION AGENCY, DEPARTMENT OF COMMERCE, DEPARTMENT OF AGRICULTURE, AND PEACE CORPS ONLY
WT - APPRENTICE AND SHOP TRAINEE - FEDERAL WAGE SYSTEM
PA - ATTORNEY AND LAW CLERK - FOR USE BY THE GENERAL ACCOUNTI

Data Business Rules:

When collected/updated? Collected upon accession; updated upon grade change

Where collected/updated? Personnel Support Activity, Accessions Activity

Timeliness Required? Within 24 hours of accession or grade change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Grade

Source: Personnel Record

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Pay: Plan Category

The classification of a schedule for monetary compensation identifying the kinds of persons (civilian or military) to be paid through the plan.

Codes:

A - CIVILIAN PAY PLAN

B - UNIFORMED-SERVICE PAY PLAN

Data Business Rules:

When collected/updated? Collected when the category is determined while the pay plan is being established.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of the determination

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Pay Support Activity

Valid Format: Character

Pay: Plan Grade Step

A sequential level within a pay grade that compensates for time in service.

Data Business Rules:

When collected/updated? Collected upon accession; updated upon grade change

Where collected/updated? Personnel Support Activity, Accessions Activity

Timeliness Required? Within 24 hours of accession or grade change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Grade

Source: Personnel Record

Valid Format: Character

Information Requirement Name	Information Requirement Description
Pay: Type	<p>The code that denotes the type of pay for which a person is eligible.</p> <p>Codes:</p> <p>If the Pay Category Code is A, Allowance, and the Pay Sub-Category Code is D, Candidates use the following codes.</p> <p>ADAA - Platoon Leaders Subsistence Allowance ADAB - Reserve Officer Training Corps Subsistence Allowance ADAC - Reserve Officer Training Corps Textbook Allowance</p> <p>If the Pay Category Code is A, Allowance, and the Pay Sub-Category Code is E, Clothing use the following codes.</p> <p>AEAA - Clothing Monetary Allowance AEAB - Officer Uniform and Equipment Allowance</p> <p>If the Pay Category Code is A, Allowance, and the Pay Sub-Category Code is I, Location use the following codes.</p> <p>AIAA - Basic Allowance for Housing AIAB - Basic Allowance for Housing (Differential) AIAC - Basic Allowance for Housing (Partial) AIAD - Cost of Living Allowance (CONUS) AIAE - Cost of Living Allowance (Fractional) AIAF - Cost of Living Allowance (OCONUS) AIAG - Interim Housing Allowance AIAH - Move In Housing Allowance AIAI - Overseas Housing Allowance AIAJ - Temporary Lodging Allowance</p> <p>If the Pay Category Code is A, Allowance, and the Pay Sub-Category Code is K, Personal Allowances use the following codes.</p> <p>AKAA - Accrued Per Diem AKAB - Family Separation Allowance AKAC - Personal Money Allowance (Duty Assignment) AKAD - Personal Money Allowance (Grade)</p> <p>If the Pay Category Code is A, Allowance, and the Pay Sub-Category Code is M, Subsistence, use the following codes.</p> <p>AMAA - Basic Allowance for Subsistence</p> <p>If the Pay Category Code is B, Pay Distribution, and the Pay Sub-Category Code is A, Allotment, use the following codes.</p> <p>BAAA - Discretionary Allotment BAAB - Non-Discretionary Allotment</p> <p>If the Pay Category Code is B, Pay Distribution, and the Pay Sub-Category Code is F, Debts use the following codes.</p> <p>BFAA - Advance Pay Debt BFAB - Assigned Housing Debt BFAC - Check or Defaulted Loan Debt BFAD - Clothing Charges Debt BFAE - Compensation or Stipend Debt BFAF - Dependent Rental Repay Debt BFAG - Fines</p>

Information Requirement Name	Information Requirement Description
	<p> BFAH - Forfeitures (Judicial) BFAI - Forfeitures (Non-Judicial) BFAJ - Garnishment BFAK - Government Property Debt BFAL - Hospital Bills Debt BFAM - Household Goods Debt BFAN - Jury Duty Fee Debt BFAO - Meal Charges Debt BFAP - Nonappropriated Fund Debt BFAQ - Non-DoD Agency Debt BFAR - Pay and Allowances BFAS - Private Property Damage Debt BFAT - Public Funds Debt BFAU - Routine Debt Adjustment BFAV - Telephone Charges Debt BFAW - Transportation Charges Debt BFAQ - Voluntary Debt Repayment </p> <p> If the Pay Category Code is B, Pay Distribution, and the Pay Sub-Category Code is G, Deduction, use the following codes. </p> <p> BGAA - Armed Forces Retirement Home BGAB - Earned Income Credit BGAC - Federal Income Tax Withheld BGAD - Federal Income Tax Withholding (Additional Amount) BGAE - Federal Insurance Contributions Act Tax Amount BGAF - Medicare Tax Withholding BGAG - Montgomery GI Bill BGAH - Savings Deposit Program BGAI - Service Group Life Insurance BGAJ - Social Security Withholding BGAK - State Income Tax Withheld BGAL - State Income Tax Withholding (Additional Amount) BGAM - State Sponsored Group Life Insurance BGAN - Thrift Savings BGAO - Tricare Dental BGAP - Voluntary Private Health Insurance Conversion Premium </p> <p> If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is B, Basic, use the following codes. </p> <p> CBAA - Basic Pay CBAB - Pay for Essential Service </p> <p> If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is C, Bonus, use the following codes. </p> <p> CCAA - Army Enlistment Bonus CCAB - Aviation Officer Career Bonus CCAC - Aviator Retention Bonus CCAD - Certified Registered Nurse Anesthetists Bonus CCAE - Dental Accession Bonus CCAF - Dental Annual Bonus CCAG - Dental Multi-Year Bonus CCAH - Engineering & Scientific Career Bonus CCAI - Enlistment Bonus CCAJ - Inactive National Guard Bonus CCAK - Individual Ready Reserve Bonus CCAL - Medical Annual Bonus CCAM - Medical Incentive Bonus CCAN - Medical Multi-Year Bonus CCAO - Naval Judge Advocate Annual Bonus CCAP - Nuclear Career Accession Bonus CCAQ - Nuclear Career Annual Bonus </p>

Information Requirement Name	Information Requirement Description
	CCAR - Nuclear Officer Extension Bonus CCAS - Nuclear Program Accession Bonus CCAT - Nurse Program Accession Bonus CCAU - Nurse Program Continuation Bonus CCAV - Registered Nurse Accession Bonus CCAW - Regular Reenlistment Bonus CCAX - Reserve Affiliation Bonus CCAY - Selected Reserve Enlistment Bonus CCAZ - Selected Reserve Reenlistment Bonus CCBA - Selective Reenlistment Bonus CCBB - Warfare Officer Retention Bonus
	<p>If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is D, Candidate, use the following codes.</p> <p>CDAA - College First Program CDAB - Financial Assistance Program Grant CDAC - Health Professional Scholarship Stipend CDAD - Health Professional Stipend</p>
	<p>If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is H, Incentive, use the following codes.</p> <p>CHAA - Aviation Career Pay CHAB - Career Sea Pay CHAC - Career Sea Pay Premium CHAD - Chemical Munitions Pay CHAE - Dangerous Viruses/Bacteria Lab Pay CHAF - Demolition Pay CHAG - Designated Unit Pay CHAH - Diving Duty Pay CHAI - Enlisted Flyer Career Pay CHAJ - Experimental Stress Pay CHAK - Flight Deck Pay CHAL - Flying Duty Pay CHAM - Foreign Language Proficiency Pay CHAN - Funeral Honors Pay CHAO - Hardship Duty Pay CHAP - Hostile Fire/Imminent Danger Pay CHAQ - Muster Duty Pay CHAR - OCONUS Extension Pay CHAS - Parachute Duty Pay CHAT - Personnel Tempo Pay CHAU - Responsibility Pay CHAV - Special Duty Assignment Pay CHAW - Submarine Career Pay CHAX - Surface Warfare Officer Career Pay CHAY - Toxic Fuels Pay CHAZ - Toxic Pesticides Pay</p>
	<p>If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is J, Medical, use the following codes.</p> <p>CJAA - Dental Board Certified Pay CJAB - Dental Reserve Officer Pay CJAC - Dental Variable Pay CJAD - Medical Board Certified Pay CJAE - Medical Reserve Officer Pay CJAF - Medical Variable Pay CJAG - Non-Physician Board Certified Pay CJAH - Psychologist Diplomate Pay CJAI - Veterinarian & Optometrist Pay CJAJ - Veterinarian Diplomate Pay</p>

Information Requirement Name	Information Requirement Description
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If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is K, Personal, use following codes.

CKAA - Adoption Expense
 CKAB - Advance Pay
 CKAC - Former Captive Payment
 CKAD - Incapacitation Pay
 CKAE - Partial Pay
 CKAF - Student Loan Repayment Program

If the Pay Category Code is C, Pay, and the Pay Sub-Category Code is L, Separation, use the following codes.

CLAA - Accrued Leave Pay
 CLAB - Contract Cancellation Pay
 CLAC - Death Gratuity Pay
 CLAD - Disability Severance Pay
 CLAE - Discharge Gratuity
 CLAF - Reservists' Involuntary Separation Pay
 CLAG - Reservists' Special Separation Pay
 CLAH - Separation Pay
 CLAI - Special Separation Benefit
 CLAJ - Voluntary Separation Incentive

Data Business Rules:

When collected/updated? Collected upon authorization for a payment and updated as changes occur

Where collected/updated? Pay Support Activity

Timeliness Required? Within 24 hours of authorization or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Pay Type Start Date

Source: Pay Record

Valid Format: Character

Pay: Type Eligibility Start Date

The date that the individual's eligibility for a pay type begins.

Data Business Rules:

When collected/updated? Collected upon award of an incentive and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of award or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Incentive Program Type

Source: Other Documentation (enlistment, reenlistment contract)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
Pay: Type Eligibility Stop Date	The date that the individual's eligibility for a pay type ends.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon award of an incentive and updated as changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of award or change
Events Triggered?	Pay and Entitlements
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	Incentive Program Type
Source:	Other Documentation (enlistment, reenlistment contract)
Valid Format:	Use date format (YYYYMMDD)
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Pay: Type Status Reason	The reason for a Pay Type Status.
Codes:	
A - DEATH OF A PERSON INVOLVED IN THE AGREEMENT	
B - REMARRIAGE OF A PERSON INVOLVED IN THE AGREEMENT	
D - NO ELIGIBLE BENEFICIARY FOR THE AGREEMENT	
E - REPORTING ERROR/CORRECTION	
F - RESTORED MENTAL CAPACITY FOR A PARTY INVOLVED IN THE AGREEMENT	
G - WITHDRAWAL OF A PARTY INVOLVED IN THE AGREEMENT	
H - INVALID ELECTION OF THE AGREEMENT	
J - REDUCED COVERAGE IN THE AGREEMENT	
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon change in BAH entitlement status
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of changes to pay type status
Events Triggered?	Pay and Entitlements
Authority Required?	Personnel Support Activity
Data dependencies?	None
Source:	Orders, or other documentation (memo, messages, etc.)
Valid Format:	Character
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Payment Method	The method (e.g., check or direct deposit) by which a person elects to be paid.
Codes:	
A - DIRECT DEPOSIT (PAYMENT IS ELECTRONICALLY REMITT	
B - CHECK (PAYMENT IS MADE IN THE FORM OF A CHECK)	
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon person notification of authorization for payment and updated upon person request.
Where collected/updated?	Pay Activity
Timeliness Required?	Within 24 hours of person notification of authorization for payment and updated upon person request.
Events Triggered?	Pay and Entitlements
Authority Required?	Pay Activity
Data dependencies?	Pay Type
Source:	Person's declaration
Valid Format:	Character
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Information Requirement Name	Information Requirement Description
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Person Body Fat Percentage **The ratio of the weight of a person's body due to fat relative to the person's total weight expressed as a percentage.**

Data Business Rules:

When collected/updated? Collected when a person completes a Physical Fitness Test or Medical Evaluation and updated at each subsequent fitness test, medical evaluation, or body fat evaluation

Where collected/updated? Organizational Hierarchy, Medical Support Activity

Timeliness Required? Within 24 hours of the calculation

Events Triggered? Assignment Eligibility, Training

Authority Required? Organizational Hierarchy, Medical Facility

Data dependencies? Test Name Administered, Test Score

Source: Other Documentation (testing results)

Valid Format: A decimal number less than 100 and having one decimal place (00.1 through 99.9) (Maximum value will be less than 99.9)

Person Body Fat Percentage Date **The date when a person's body fat percentage was determined.**

Data Business Rules:

When collected/updated? Collected when a person completes a Physical Fitness Test or Medical Evaluation and updated at each subsequent fitness test, medical evaluation, or body fat evaluation

Where collected/updated? Organizational Hierarchy, Medical Support Activity

Timeliness Required? Within 24 hours of the test or evaluation

Events Triggered? None

Authority Required? Organizational Hierarchy, Medical Facility

Data dependencies? None

Source: Other Documentation (testing results)

Valid Format: Use date format (YYYYMMDD)

Person Date Of Birth **The date a person is born.**

The date on which a person was born is used to calculate a person's age for retirement qualification. Provides the capability to calculate a person's age.

Data Business Rules:

When collected/updated? Collected when personnel record is established. Only updated if in error.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Upon establishment of personnel record.

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (birth certificate)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Person Dependency Indicator **Yes/No. Is the person a dependent?**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (court orders, dependency results)

Valid Format: Yes/No

Person Dependency Social Security Number (SSN) **The SSN to which the person is a dependent.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (social security card)

Valid Format: Represented as a character (0-9)

Person Eye Color **The natural pigmentation of a person's iris.**

Codes:

A - BLACK

B - BLUE

C - BROWN

D - COLOR NOT OBSERVED

E - GRAY

F - GREEN

G - HAZEL

H - VIOLET

Data Business Rules:

When collected/updated? Collected upon accession and updated upon the issuance of a new ID card

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or the issuance of a new ID card

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (physical and medical results)

Valid Format: Character

Information Requirement Name	Information Requirement Description
Person Faith Group	<p>The faith group with which a person has declared an affiliation.</p> <p>Sample Codes:</p> <p>AC - ADVENT CHRISTIAN CHURCH AJ - JEHOVAH'S WITNESSES AN - NATIVE AMERICAN AS - SEVENTH DAY ADVENTIST AV - ADVENTIST CHURCHES (EXCLUDES ADVENT CHRISTIAN CHURCH, JEHOVAH'S WITNESSES, NATIVE AMERICAN, AND SEVENTH DAY ADVENTIST) BA - AMERICAN BAPTIST CHURCHES IN THE USA BB - BAPTIST CHURCHES (EXCLUDES AMERICAN BAPTIST CHURCHES IN THE USA, AMERICAN BAPTIST CONFERENCE, FREE WILL BAPTIST CHURCHES, GENERAL ASSOCIATION OF GENERAL BAPTISTS, GENERAL ASSOCIATION OF REGULAR BAPTIST CHURCHES, NATIONAL BAPTIST CONVENTION OF AMERICA, NATIONAL BAPTIST CONVENTION, USA. INC., PROGRESSIVE NATIONAL BAPTIST CONVENTION, INC., AND SOUTHERN BAPTIST CONVENTION) BC - SOUTHERN BAPTIST CONVENTION BF - FREE WILL BAPTIST CHURCHES BG - GENERAL ASSOCIATION OF GENERAL BAPTISTS BN - NATIONAL BAPTIST CONVENTION OF AMERICA BP - PROGRESSIVE NATIONAL BAPTIST CONVENTION, INC. BR - GENERAL ASSOCIATION OF REGULAR BAPTIST CHURCHES BT - AMERICAN BAPTIST CONFERENCE BU - NATIONAL BAPTIST CONVENTION, USA, INC. CC - CATHOLIC CHURCHES (EXCLUDES ROMAN CATHOLIC CHURCH) CR - ROMAN CATHOLIC CHURCH DL - CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS (MORMON) DR - REORGANIZED CHURCH OF LATTER DAY SAINTS EA - ANGLICAN CATHOLIC CHURCH EC - EPISCOPAL CHURCH EE - EPISCOPAL CHURCHES (EXCLUDES ANGLICAN CATHOLIC CHURCH, EPISCOPAL CHURCH, AND REFORMED EPISCOPAL CHURCH) ER - REFORMED EPISCOPAL CHURCH FA - INDEPENDENT CHURCHES AFFILIATED FB - INDEPENDENT FUNDAMENTAL BIBLE CHURCHES FC - INDEPENDENT FUNDAMENTAL CHURCHES OF AMERICA FF - FUNDAMENTALIST CHURCHES (EXCLUDES ASSOCIATED GOSPEL CHURCHES, INDEPENDENT CHURCHES AFFILIATED, INDEPENDENT FUNDAMENTAL BIBLE CHURCHES, AND INDEPENDENT FUNDAMENTAL CHURCHES OF AMERICA) FG - ASSOCIATED GOSPEL CHURCHES GC - CHRISTIAN CHURCH AND CHURCHES OF CHRIST GE - CHRISTIAN CHURCH (DISCIPLES OF CHRIST) GG - RESTORATIONIST CHURCHES (EXCLUDES CHRISTIAN CHURCH AND CHURCHES OF CHRIST, CHRISTIAN CHUR</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? When the person's personnel record is established and updated when the person reports a new affiliation.</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of accession or a person's change in affiliation is reported.</p> <p>Events Triggered? Assignment Eligibility</p> <p>Authority Required? Accession Activity, Personnel Support Activity</p> <p>Data dependencies? None</p> <p>Source: Person Declaration.</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
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Person Faith Group Declaration Calendar Date The date that a person declares his/her affiliation with a religious belief. Used to identify the established affiliation of a person with a particular faith group.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Person Faith Group Declaration

Source: Person Declaration

Valid Format: Use date format (YYYYMMDD)

Person Full Legal Name The complete legal name of a person including first, middle, last and cadency name.

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated upon legal name change.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of record establishment or notification of legal name change.

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (court document, birth certificate)

Valid Format: Last Name, First Name, Middle Initial, Cadency

Person Hair Color The predominant color of a person's scalp hair.

Codes:

A - AUBURN

B - BLACK

C - BLOND

D - BROWN

E - COLOR NOT OBSERVED

F - GRAY

G - RED

H - WHITE

Data Business Rules:

When collected/updated? Collected upon accession and updated upon the issuance of a new ID card

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or the issuance of a new ID card

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (physical and medical results)

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Person Height

The dimension of the overall body length established for a person.

Data Business Rules:

When collected/updated? Collected upon accession and updated upon physical training test, medical exams, and issuance of an ID card

Where collected/updated? Accession Activity, Organizational Hierarchy, Medical Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession, physical training test, medical exams, or issuance of an ID card

Events Triggered? Personnel Actions

Authority Required? Accession Activity Personnel Support Activity

Data dependencies? None

Source: Other Documentation (measurement results)

Valid Format: Represented as a number (feet and inches)

Person Home Telephone Number

The telephone number of the person's place of residence to include country code and code.

Data Business Rules:

When collected/updated? Collected upon Accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of Accession or change

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Character

Information Requirement Name	Information Requirement Description
Person Identification Issue Reason	<p>The permitted reason why an identification is issued.</p> <p>Example: The "Initial Issue" reason documents the first time that identification was issued to a person, "Replace Lost" indicates the reissue of a type of identification.</p> <p>If a person is consistently re-issued identification of the same type, this could be an indicator of fraud. Capturing the reason identification is issued will assist in identifying fraudulent use of identification.</p> <p>Codes: A - CORRECT ERROR B - CORRECT OBSOLETE C - INITIAL ISSUE D - OVERSTAMP E - REPLACE EXPIRED F - REPLACE LOST G - REPLACE MUTILATED H - REPLACE STOLEN</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon issuance of an identification device</p> <p>Where collected/updated? Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of the issuance</p> <p>Events Triggered? None</p> <p>Authority Required? Personnel Support Activity</p> <p>Data dependencies? Identification Type</p> <p>Source: Other Documentation (request for issuance of device)</p> <p>Valid Format: Character</p>
Person Identifier	<p>The unique identifier of a person.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when a personnel record is established.</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Upon establishment of personnel record.</p> <p>Events Triggered? Required for all events.</p> <p>Authority Required? Accession Activity, Personnel Support Activity</p> <p>Data dependencies? None.</p> <p>Source: Orders that require establishment of a personnel record.</p> <p>Valid Format: Character (System Generated)</p>
Person Location	<p>The specified location where a person is at a specific point in time.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when a person's location is determined and updated as changes occur</p> <p>Where collected/updated? Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of location determination or change</p> <p>Events Triggered? Strength Accountability, Casualty Reporting</p> <p>Authority Required? Personnel Support Activity</p> <p>Data dependencies? Person Duty Status</p> <p>Source: Person Declaration</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
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Person Location Date Time

The date and time a person is present at a specified location.

Data Business Rules:

When collected/updated? Collected when a person's location is determined and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of location determination or change

Events Triggered? Strength Accountability, Casualty Reporting

Authority Required? Personnel Support Activity

Data dependencies? Person Location

Source: Person Declaration

Valid Format: Use date/time format (YYYYMMDD)(HH:MM:SS)

Person Marital Status

The code that denotes a person's marital status.

Codes:

A - MARRIAGE ANNULLED

D - DIVORCED

I - INTERLOCUTORY

L - LEGALLY SEPARATED

M - MARRIED

N - NEVER MARRIED

W - WIDOWED

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Person Marital Status Name

Source: Other Documentation (marriage license)

Valid Format: Character

Person Marital Status Date

The effective date of change in marital status.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Person Marital Status Name

Source: Other Documentation (marriage license)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
Person Occupation Type	<p>The code that uniquely identifies an occupation for which the person is qualified/certified using standard codes as referenced in the business rules.</p> <p>See following references for specific codes.</p> <p>Army:</p> <ul style="list-style-type: none"> - AR 611-201, Personnel Selection and Classification; Enlisted Career Management Field and Military Occupational Specialties. - AR 611-101, Personnel Selection and Classification; Commissioned Officer Specialty Classification System. - AR 611-112, Personnel Selection and Classification; Manual of Warrant Officer Military Occupational Specialties. <p>Navy:</p> <ul style="list-style-type: none"> - NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section I and II. - NAVPERS 15839D, Manual of Navy Officer Manpower and Personnel Classifications and Occupational Standards, Volume I. <p>Marine Corps:</p> <ul style="list-style-type: none"> - MCO P1200.7, Military Occupational Specialties Manual (MOS Manual). <p>Air Force:</p> <ul style="list-style-type: none"> - AFMAN 36-2108, Enlisted Classification. - AFR 36-1, Officer Personnel, Officer Classification Regulation. <p>Government Civilian:</p> <ul style="list-style-type: none"> - Handbook of Occupational Groups and Series of Classes (United States Office of Personnel Management). - FPM Supplement 5121, Job Grading System for Trades and Labor Occupations (United States Office of Personnel Management). - SM 56-16, Occupations of Federal White Collar Workers (United States Office of Personnel Management). - SM 59-14, Occupations of Federal Blue Collar Workers (United States Office of Personnel Management). <p>Contractors:</p> <ul style="list-style-type: none"> - U.S. Department of Labor, Occupational Outlook Handbook <p><i>Data Business Rules:</i></p> <p>When collected/updated? Initially collected when the personnel record is established and updated when person's occupational series changes or the occupational series is re-designated.</p> <p>Where collected/updated? Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of effective date</p> <p>Events Triggered? Pay and Entitlements, Assignment Eligibility, Classification Eligibility, Promotion Eligibility, Strength Accountability</p> <p>Authority Required? Organizational Hierarchy</p> <p>Data dependencies? Certifications for Specified Occupational Series</p> <p>Source: Other documentation (personnel classification documents)</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
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Person Physical Ranking

The relative fitness of a person to perform physical activities as determined by an evaluation.

Codes:

- 0 - Individual Functional Capacity Cannot Be Determined
- 1 - Individual Functional Capacity Possesses a High Level of Medical Fitness and Is Medically Fit for any Military Assignment
- 2 - Individual Functional Capacity Possesses Medical Condition or Physical Defect Which May Impose Limitations on Classification and Assignment
- 3 - Individual Functional Capacity Medical Condition(s) or Physical Defect(s) which Require Certain Restrictions in Assignment Within which the Individual is Physically Capable of Performing Military Duty
- 4 - Individual Functional Capacity has Medical Condition(S) or Physical Defect of Military Duty Must Be Drastically Limited.

Data Business Rules:

When collected/updated? When the person's first evaluation has been completed and updated upon reevaluation.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of the evaluation

Events Triggered? Person Assignment Eligibility

Authority Required? Medical Authority

Data dependencies? Person's assessment

Source: Personnel Support Activity

Valid Format: character

Person Physical Ranking Date

The date when a person was evaluated for fitness to perform physical activities.

Data Business Rules:

When collected/updated? When the evaluation is completed and updated upon a re-evaluation.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of the evaluation

Events Triggered? None

Authority Required? Medical Authority

Data dependencies? None

Source: Personnel Support Activity

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Person Race

The code for a local geographic or global human population distinguished as a more or less distinct group by genetically physical characteristics.

Codes:

A - AMERICAN INDIAN/ALASKAN NATIVE -- A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AMERICA AND WHO MAINTAINS CULTURAL IDENTIFICATION THROUGH TRIBAL AFFILIATION OR COMMUNITY RECOGNITION
B - ASIAN/PACIFIC ISLANDER -- A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, THE INDIAN SUBCONTINENT, OR THE PACIFIC ISLANDS. THIS AREA INCLUDES, FOR EXAMPLE, CHINA, INDIA, JAPAN, KOREA, PHILIPPINE ISLANDS, AND SAMOA
C - BLACK -- A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA
D - WHITE -- A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, NORTH AFRICA, OR THE MIDDLE EAST
F - IDENTIFICATION PENDING

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or reporting change

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Character

Person Race Declaration Date

The date that a person declares an affiliation with one of the racial groups. Used to identify the person's current race group declarations.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or update

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
Person Relationships	<p>The relationships of one person to another person.</p> <p>Codes:</p> <p>AA - SPOUSE AB - CHILD AC - SIBLING AD - PARENT AE - PARENT-IN-LAW AF - STEPCHILD AG - GRANDPARENT AH - STEPPARENT AI - IN LOCO PARENTIS AJ - COUSIN AK - GRANDCHILD AL - GREAT GRANDCHILD AM - GREAT GRANDPARENT AN - ADOPTED CHILD AO - FOSTER CHILD AP - SIBLING OF PARENT AQ - CHILD OF SIBLING AR - STEPPARENT-IN-LAW AS - HALF SIBLING AT - SIBLING-IN-LAW AU - CHILD-IN-LAW AV - STEPSIBLING AW - CHARACTER REFERENCE AX - COUNSELOR AZ - FRIEND BA - NEIGHBOR BB - COMMON-LAW SPOUSE BC - ACQUAINTANCE BD - CHILD CARE RECEIVER BE - LOVE INTEREST BF - CHILD OF LOVE INTEREST BG - SAME INDIVIDUAL BH - FORMER SPOUSE BI - SURVIVING SPOUSE BJ - ADOPTIVE PARENT BK - ADOPTIVE PARENT-IN-LAW BL - HOMOSEXUAL PARTNER BM - NEXT OF KIN BN - EXTENDED FAMILY MEMBER BO - GUARDIAN BP - LEGAL REPRESENTATIVE BQ - SPONSOR BR - WARD BS - ADULT CARE RECEIVER BT - SUBORDINATE BU - CO-WORKER BV - SUPERVISOR BW - EMERGENCY CONTACT BX - STRANGER BY - EMPLOYER BZ - EMPLOYEE CA - EXTRA FAMILIAL CAREGIVER CC - RELATIONSHIP UNKNOWN CD - ATTORNEY CE - AUTHORIZED DEPENDENT CF - CONGRESS MEMBER CG - DOCTOR CH - PERSON NOT TO BE NOTIFIED IN A CI - FAMILIAL CAREGIVER CJ - FIANCE/FIANCEE CK - FOSTER PARENT CL - NATURAL INTEREST CM - SELF</p>

Information Requirement Name	Information Requirement Description
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Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Person Declaration, Other Documentation (court document)

Valid Format: Character

Person Security Briefing Date

The date when a person received a security briefing

Data Business Rules:

When collected/updated? Collected when the person is briefed.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of the briefing

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? Person Security Briefing Type

Source: Personnel Support Activity

Valid Format: Use date format (YYYYMMDD)

Person Security Briefing Type

The kind of security briefing that a person received.

Codes:

A - ANNUAL SECURITY BRIEFING

B - FOREIGN TRAVEL SECURITY BRIEFING

C - INITIAL SECURITY BRIEFING

D - INPROCESSING SECURITY BRIEFING

E - OUTPROCESSING SECURITY BRIEFING

F - SECURITY ACCESS BRIEFING

G - SECURITY DEBRIEFING

Data Business Rules:

When collected/updated? Collected when the type of a person's security briefing is determined.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of the determination

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? Person Security Access Status

Source: Personnel Support Activity

Valid Format: Character

Information Requirement Name	Information Requirement Description
Person Security Clearance Level	<p>The level of security clearance that the person possesses.</p> <p>Codes: C - CONFIDENTIAL S - SECRET T - TOP SECRET</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when provided by Security Authorities</p> <p>Where collected/updated? Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of notification from Security Authority</p> <p>Events Triggered? Assignment Eligibility, Classification Eligibility, Strength Accounting</p> <p>Authority Required? Security Authority.</p> <p>Data dependencies? Adverse Actions, Duty Status</p> <p>Source: Security Authority</p> <p>Valid Format: Character</p>
Person Social Security Number	<p>The identifier assigned by the Social Security Administration (SSA) to a person.</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected when a personnel record is established.</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Upon establishment of personnel record.</p> <p>Events Triggered? Required for all events.</p> <p>Authority Required? Accession Activity, Personnel Support Activity</p> <p>Data dependencies? None.</p> <p>Source: Other Documentation (social security card)</p> <p>Valid Format: Represented by a character (0 through 9)</p>
Person Uniformed Service Branch	<p>The code that represents a person's organizational categorization based on subdivision recognized by the defense community.</p> <p>Codes: A - ARMY C - COAST GUARD F - AIR FORCE H - THE COMMISSIONED CORPS OF THE PUBLIC HEALTH SERVICE M - MARINE CORPS N - NAVY O - THE COMMISSIONED CORPS OF THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon accession and updated as changes occur</p> <p>Where collected/updated? Accession Activity, Personnel Support Activity</p> <p>Timeliness Required? Within 12 hours of accession or change</p> <p>Events Triggered? Strength Accounting</p> <p>Authority Required? Accession Activity, Personnel Support Activity</p> <p>Data dependencies? None</p> <p>Source: Orders, Other Documentation (enlistment contract)</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
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Person Uniformed Service Component **The code that denotes a person's component within one of the Services.**

Codes:
R - REGULAR
V - RESERVE
G - GUARD

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession or change

Events Triggered? Strength Accounting

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Orders, Other Documentation (enlistment contract)

Valid Format: Character

Person Weight **The person's weight to the nearest pound.**

Data Business Rules:

When collected/updated? Collected upon accession and updated upon physical training test, or medical exam

Where collected/updated? Accession Activity, Medical Support Activity, Organizational Hierarchy

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Personnel Actions

Authority Required? Accession Activity, Medical Support Activity, Organizational Hierarchy

Data dependencies? None

Source: Other Documentation (measurement results)

Valid Format: Represented as a number

Information Requirement Name	Information Requirement Description
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Personnel Security Investigation Type

The name of a type of security investigation.

The type reflects the level and depth of security investigation that is conducted prior to granting a security certification.

Codes:

AA - BACKGROUND INVESTIGATION (BI)
 AB - BACKGROUND INVESTIGATION - 10 YEAR SCOPE (BITN)
 AC - BI PLUS CURRENT NATIONAL AGENCY CHECK (BIPN)
 AD - BI REQUESTED (BIR)
 AE - CHARACTER INVESTIGATION (CI)
 AF - ENTRANCE NATIONAL AGENCY CHECK (ENTNAC)
 AG - ENTNAC PLUS SPECIAL INVESTIGATIVE INQUIRY (ENAL)
 AH - EXPANDED NATIONAL AGENCY CHECK/ENTNAC (XNAC)
 AI - INTERVIEW ORIENTED BACKGROUND INVESTIGATION (IBI)
 AJ - LIMITED BACKGROUND INVESTIGATION (LBI)
 AA - BACKGROUND INVESTIGATION (BI)
 AB - BACKGROUND INVESTIGATION - 10 YEAR SCOPE (BITN)
 AC - BI PLUS CURRENT NATIONAL AGENCY CHECK (BIPN)
 AD - BI REQUESTED (BIR)
 AE - CHARACTER INVESTIGATION (CI)
 AF - ENTRANCE NATIONAL AGENCY CHECK (ENTNAC)
 AG - ENTNAC PLUS SPECIAL INVESTIGATIVE INQUIRY (ENAL)
 AH - EXPANDED NATIONAL AGENCY CHECK/ENTNAC (XNAC)
 AI - INTERVIEW ORIENTED BACKGROUND INVESTIGATION (IBI)
 AJ - LIMITED BACKGROUND INVESTIGATION (LBI)
 AK - LBI - EXPANDED (LBIX)
 AL - LBI PLUS CURRENT NAC (LBIP)
 AM - LOCAL RECORDS CHECK (LRC)
 AN - LRC NAC PLUS WRITTEN INQUIRIES REQUESTED (LRCN)
 AO - MINIMUM BACKGROUND INVESTIGATION (MBI)
 AP - MINIMUM BACKGROUND INVESTIGATION - EXPANDED (MBIX)
 AQ - MBI PLUS CURRENT NATIONAL AGENCY CHECK (MBIP)
 AR - NATIONAL AGENCY CHECK (NAC)
 AS - NAC PLUS WRITTEN INQUIRIES REQUESTED (NACW)
 AT - NAC PLUS PARTIAL SBI (NPSB)
 AU - NAC PLUS SPECIAL INVESTIGATIVE INQUIRY (NACL)
 AV - NAC PLUS TEN YEARS SERVICE (NACP)
 AW - NAC PLUS WRITTEN INQUIRIES (NACI)
 AX - NAC PLUS WRITTEN INQUIRIES PLUS CURRENT NAC (NNAC)
 AY - NAC PLUS WRITTEN INQUIRIES PLUS SII (NACZ)
 AZ - NAC/NAC PLUS WRITTEN INQUIRIES PLUS BIR (NACB)
 BA - NAC/NAC PLUS WRITTEN INQS PLUS SSBI REQSTD (NACS)
 BB - PERIODIC REINVESTIGATION OF BI (BIPR)
 BC - PERIODIC REINVESTIGATION OF SECRET CLEARANCE
 BD - PERIODIC REINVESTIGATION OF SBI/SSBI (SBPR)
 BE - PERSONNEL SECURITY QUESTIONNAIRE
 BF - SINGLE SCOPE BACKGROUND INVESTIGATION (SSBI)
 BG - SPECIAL BACKGROUND INVESTIGATION (SBI)
 BH - SBI PLUS CURRENT BI (SBBi)
 BI - SBI/SSBI PLUS CURRENT NAC (SBIR)
 BJ - SBI/SSBI REQUESTED (SBIR)
 BK - SPECIAL INVESTIGATIVE INQUIRY (SII)

Data Business Rules:

When collected/updated? Collected when a request for security clearance investigation is submitted

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of request submittal

Events Triggered? Classification Eligibility, Assignment Eligibility

Authority Required? Organizational Hierarchy

Data dependencies? None

Source: Other Documentation (personnel security clearance request)

Information Requirement Name	Information Requirement Description
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Valid Format: Character

Physical Examination Date

The date that the person was administered a physical examination.

Data Business Rules:

When collected/updated? Collected when the physical examination is completed

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of physical examination

Events Triggered? Assignment Eligibility, Transition Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity, Medical Activity

Data dependencies? Physical Examination Type

Source: Other Documentation (medical reports)

Valid Format: Use date format (YYYYMMDD)

Physical Examination Type

The type of physical examination given to a person.

Codes:

A - ANNUAL

B - FLIGHT

C - PERIODIC

D - RETIREMENT

Data Business Rules:

When collected/updated? Collected when a physical examination is conducted

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of physical examination

Events Triggered? Assignment Eligibility, Transition Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity, Medical Activity

Data dependencies? None

Source: Other Documentation (medical reports)

Valid Format: Character

Physical Profile (PULHES-X)

The results of a person's physical examination categorized by PULHES.

Codes:

P - PHYSICAL CAPACITY

U - UPPER EXTREMITY

L - LOWER EXTREMITY

H - HEARING AND EARS

E - VISION AND EYES

S - PSYCHIATRIC

X - DEGREE OF WEIGHT LIFTING CAPABILITY

Data Business Rules:

When collected/updated? Collected when a physical examination is conducted

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of physical examination

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity, Medical Activity

Data dependencies? None

Source: Other Documentation (medical reports)

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Physical Profile (PULHES-X) Rating	<p>The results of an applicant's/member's physical examination, expressed as a set of c</p> <p>Codes:</p> <p>0 - Individual functional capacity cannot be determined i.e., medical hold, insufficient data not required, etc., at time of medical examination.</p> <p>1 - Individual functional capacity possesses a high level of medical fitness and, consequently, is medically fit for any military assignment.</p> <p>2 - Individual functional capacity possesses some medical condition or physical defect which may impose some limitations on classification and assignment.</p> <p>3 - Individual functional capacity has defect(s) which require certain restrictions in assignment within which the individual is physically capable of performing military duty.</p> <p>4 - Individual functional capacity has one or more medical conditions or physical defects such severity that performance of military duty must be drastically limited.</p>
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Data Business Rules:

When collected/updated? Collected when a physical examination is conducted

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of physical examination

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity, Medical Activity

Data dependencies? None

Source: Other Documentation (medical reports)

Valid Format: Character

Place of Birth City	The city where a person was born.
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Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Date of Birth

Source: Other Documentation (hospital records, birth certificate)

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
Place of Birth Country	<p>The country where a person was born.</p> <p>Sample Codes:</p> <p>AA - ARUBA AC - ANTIGUA AND BARBUDA AE - UNITED ARAB EMIRATES AF - AFGHANISTAN AG - ALGERIA AJ - AZERBAIJAN AL - ALBANIA AM - ARMENIA AN - ANDORRA AO - ANGOLA AQ - AMERICAN SAMOA AR - ARGENTINA AS - AUSTRALIA AT - ASHMORE AND CARTIER ISLANDS AU - AUSTRIA AV - ANGUILLA AY - ANTARCTICA BA - BAHRAIN BB - BARBADOS BC - BOTSWANA BD - BERMUDA BE - BELGIUM BF - BAHAMAS, THE BG - BANGLADESH BH - BELIZE BK - BOSNIA AND HERZEGOVINA BL - BOLIVIA BM - BURMA BN - BENIN BO - BELARUS BP - SOLOMON ISLANDS BQ - NAVASSA ISLAND BR - BRAZIL BS - BASSAS DA INDIA BT - BHUTAN BU - BULGARIA BV - BOUVET ISLAND BX - BRUNEI BY - BURUNDI CA - CANADA CB - CAMBODIA CD - CHAD CE - SRI LANKA CF - CONGO CG - CONGO (DEMOCRATIC REPUBLIC OF THE) CH - CHINA CI - CHILE CJ - CAYMAN ISLANDS CK - COCOS (KEELING) ISLANDS CM - CAMEROON CN - COMOROS CO - COLOMBIA CQ - NORTHERN MARIANA ISLANDS CR - CORAL SEA ISLANDS CS - COSTA RICA CT - CENTRAL AFRICAN REPUBLIC CU - CUBA CV - CAPE VERDE CW - COOK ISLANDS CY - CYPRUS DA - DENMARK DJ - DJIBOUTI</p>

Information Requirement Name	Information Requirement Description
	DO - DOMINICA DQ - JARVIS ISLAND DR - DOMINICAN REPUBLIC EC - ECUADOR EG - EGYPT EI - IRELAND EK - EQUATORIAL GUINEA EN - ESTONIA ER - ERITREA ES - EL SALVADOR ET - ETHIOPIA EU - EUROPA ISLAND EZ - CZECH REPUBLIC FG - FRENCH GUIANA FI - FINLAND FJ - FIJI FK - FALKLAND ISLANDS (ISLAS MALVINAS) FM - FEDERATED STATES OF MICRONESIA FO - FAROE ISLANDS FP - FRENCH POLYNESIA FQ - BAKER ISLAND FR - FRANCE FS - FRENCH SOUTHERN AND ANTARCTIC LANDS GA - GAMBIA, THE GB - GABON GG - GEORGIA GH - GHANA GI - GIBRALTAR GJ - GRENADA GK - GUERNSEY GL - GREENLAND GM - GERMANY GO - GLORIOSO ISLANDS GP - GUADELOUPE GQ - GUAM GR - GREECE GT - GUATEMALA GV - GUINEA GY - GUYANA GZ - GAZA STRIP HA - HAITI HK - HONG KONG HM - HEARD ISLAND AND MCDONALD ISLANDS HO - HONDURAS HQ - HOWLAND ISLAND HR - CROATIA HU - HUNGARY IC - ICELAND ID - INDONESIA IM - MAN, ISLE OF IN - INDIA IO - BRITISH

Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (hospital records, birth certificate)

Valid Format: Character

Information Requirement Name	Information Requirement Description
Place of Birth State	<p>The state where a person was born.</p> <p>Sample Codes:</p> <p>AK - ALASKA AL - ALABAMA AR - ARKANSAS AS - AMERICAN SAMOA AZ - ARIZONA CA - CALIFORNIA CO - COLORADO CT - CONNECTICUT DC - DISTRICT OF COLUMBIA DE - DELAWARE FL - FLORIDA FM - FEDERATED STATES OF MICRONESIA GA - GEORGIA GU - GUAM HI - HAWAII IA - IOWA ID - IDAHO IL - ILLINOIS IN - INDIANA KS - KANSAS KY - KENTUCKY LA - LOUISIANA MA - MASSACHUSETTS MD - MARYLAND ME - MAINE MH - MARSHALL ISLANDS MI - MICHIGAN MN - MINNESOTA MO - MISSOURI MP - NORTHERN MARIANA ISLANDS MS - MISSISSIPPI MT - MONTANA NC - NORTH CAROLINA ND - NORTH DAKOTA NE - NEBRASKA NH - NEW HAMPSHIRE NJ - NEW JERSEY NM - NEW MEXICO NV - NEVADA NY - NEW YORK OH - OHIO OK - OKLAHOMA OR - OREGON PA - PENNSYLVANIA PR - PUERTO RICO PW - PALAU RI - RHODE ISLAND SC - SOUTH CAROLINA SD - SOUTH DAKOTA TN - TENNESSEE TX - TEXAS UM - UNITED STATES MINOR OUTLYING ISLANDS UT - UTAH VA - VIRGINIA VI - VIRGIN ISLANDS OF THE UNITED STATES VT - VERMONT WA - WASHINGTON WI - WISCONSIN WV - WEST VIRGINIA WY - WYOMING</p>

Data Business Rules:

Information Requirement Name	Information Requirement Description
<p>When collected/updated? Collected upon accession</p> <p>Where collected/updated? Accession Activity</p> <p>Timeliness Required? Within 24 hours of accession</p> <p>Events Triggered? None</p> <p>Authority Required? Accession Activity, Personnel Support Activity</p> <p>Data dependencies? None</p> <p>Source: Other Documentation (hospital records, birth certificate)</p> <p>Valid Format: Character</p>	
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Policy Number	The number assigned by an organization to identify a policy.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession or upon acquisition of new policy.
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of accession or acquisition of new policy.
Events Triggered?	None
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	None
Source:	Other Documentation (policy document)
Valid Format:	Character
<hr/>	
Previous Residence Address	The address of the person's former residence.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession/activation and updated when changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of accession, activation, or change
Events Triggered?	Pay and Entitlements
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	None
Source:	Person Declaration
Valid Format:	Clear text
<hr/>	
Previous Residence Address End Date	The date the person physically stopped residing at the previous residence address.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession/activation; updated when changes occur
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of accession, activation, or change
Events Triggered?	None
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	Previous Residence Address Start Date
Source:	Person Declaration
Valid Format:	Use date format (YYYYMMDD)
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Information Requirement Name	Information Requirement Description
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Previous Residence Address Start Date **The date the person physically began residing at the previous residence address.**

Data Business Rules:

When collected/updated? Collected upon accession/activation; updated when changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession, activation, or change

Events Triggered? None

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Previous Residence Address

Source: Person Declaration

Valid Format: Use date format (YYYYMMDD)

Projected Active Duty Loss Date **The date a person's active duty period is projected to end.**

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated when Projected Active Duty Loss Date changes.

Where collected/updated? Accession Activity, Personnel Support Activity.

Timeliness Required? Within 12 hours of change to projected date.

Events Triggered? Pay and Entitlements, Assignment Eligibility, Promotion Eligibility, Personnel Actions

Authority Required? Accession Activity, Personnel Support Activity.

Data dependencies? None

Source: Contract.

Valid Format: Use date format (YYYYMMDD)

PROMOTION GUARANTEED BY ENLISTMENT TEXT **The underlying basis for the guaranteed acceleration of promotion by enlistment contract**

Data Business Rules:

When collected/updated? Collected upon accession.

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession.

Events Triggered? Promotion

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation [Enlistment Contract]

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Reserve Active Duty Tour Days Year **The date on which active duty tour days begin.**

Data Business Rules:

When collected/updated? Collected upon change of active duty tour days

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of completion of active duty tour for prior year (last year)

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Active Duty Tour Days

Source: Orders

Valid Format: Use date format (YYYYMMDD)

Reserve Active Duty Type **The code that represents the specific authority under which the Reserve member en active duty.**

Codes:

A - ACTIVE DUTY FOR SPECIAL WORK (ADSW)

B - ACTIVE DUTY FOR TRAINING (ADT)

C - ANNUAL TRAINING (AT)

D - PRESIDENTIAL RESERVE CALL-UP (PRC)

E - PARTIAL MOBILIZATION

F - FULL MOBILIZATION

G - OTHER (RECALL, ETC.)

Data Business Rules:

When collected/updated? Collected when orders are created to order a Reserve person to Active Duty

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of orders creation

Events Triggered? Pay and Entitlements, Strength Accounting, Assignment

Authority Required? Personnel Support Activity, Organizational Hierarchy

Data dependencies? None

Source: Orders

Valid Format: Character

Information Requirement Name	Information Requirement Description
Reserve Component Category Code	<p>The code that denotes a member's reserve category(ies).</p> <p>Codes:</p> <p>I - ING - THOSE MEMBERS OF THE ARMY OR AIR NATIONAL GUARD (ARNG AND ANG) WHO ARE UNABLE TO CONTINUE PARTICIPATING WITH THEIR NATIONAL GUARD UNITS, BUT ARE AUTHORIZED TO REMAIN AFFILIATED WITH THOSE UNITS.</p> <p>P - READY RESERVE TRAINING - THOSE MEMBERS OF THE READY RESERVE IN A READY RESERVE TRAINING PROGRAM.</p> <p>R - IRR - THOSE INDIVIDUAL MEMBERS OF THE READY RESERVE NOT IN THE SELECTED RESERVE.</p> <p>S - TRAINED IN UNITS</p> <p>T - TRAINED INDIVIDUALS (NONUNIT)</p> <p>U - TRAINING PIPELINE - NON DEPLOYABLE ACCOUNT</p> <p>V - RETIRED RESERVE</p> <p>Y - STANDBY RESERVE - INCLUDES MEMBERS OF THE STANDBY RESERVE ON EITHER THE ACTIVE STATUS LIST OR INACTIVE STATUS LIST</p> <p><i>Data Business Rules:</i></p> <p>When collected/updated? Collected upon assignment to a Reserve Unit</p> <p>Where collected/updated? Personnel Support Activity</p> <p>Timeliness Required? Within 24 hours of assignment to a Reserve Unit</p> <p>Events Triggered? Pay and Entitlements, Strength Accounting</p> <p>Authority Required? Personnel Support Activity</p> <p>Data dependencies? Reserve Category</p> <p>Source: Personnel Record</p> <p>Valid Format: Character</p>

Information Requirement Name	Information Requirement Description
Reserve Component Training/Retirement Category (TRC) Designator Code	<p>The code that denotes the training category of a reserve member.</p> <p>Codes:</p> <p>READY RESERVE - (SELECTED RESERVE)</p> <p>TRAINED IN UNITS - RCC (S)</p> <p>A - INDIVIDUALS REQUIRED TO PERFORM AT LEAST 48 IDT PERIODS ANNUALLY, ARE TRAINED AND ASSIGNED TO A UNIT.</p> <p>G - ACTIVE GUARD/RESERVE (AGR), INCLUDES NAVY TRAINING AND ADMINISTRATION OF THE RESERVES (TARS) AND MARINE CORPS ACTIVE RESERVE (AR), AND ALL OTHER RESERVE OR NATIONAL GUARD PERSONNEL SERVING ON AD, OTHER THAN AD TRAINING, INCLUDING STATUTORY TOURS AND FULL-TIME NATIONAL GUARD DUTY, IN AC AND RC ORGANIZATIONS.</p> <p>TRAINED INDIVIDUALS (NON-UNIT) - RCC (T)</p> <p>B - INDIVIDUAL MOBILIZATION AUGMENTEES (IMAS) - TRAINED IMAS WHO DRILL BETWEEN 0 AND 48 TIMES PER YEAR AND ARE ASSIGNED TO ACTIVE COMPONENT ORGANIZATIONS ON MOBILIZATION.</p> <p>TRAINING PIPELINE - RCC (U)</p> <p>F - PERSONNEL CURRENTLY ON IADT. ENLISTED PERSONNEL ON THE SECOND PART OF SPLIT TRAINING AND THOSE IN ARMY ONE STATION UNIT TRAINING (OSUT).</p> <p>P - PERSONNEL AWAITING IADT AND AUTHORIZED TO PERFORM INACTIVE DUTY TRAINING (IDT), AND ARNG MEMBERS NOT AUTHORIZED TO PERFORM IDT. INCLUDES SERVICE MEMBERS WITH OR WITHOUT PAY.</p> <p>Q - PERSONNEL AWAITING THE SECOND PART OF IADT.</p> <p>S - AGR CURRENTLY ON, OR AWAITING IADT. THESE ARE NONPRIOR SERVICE AGR; INCLUDES TAR ENLISTED ENTRY PROGRAM (TEPS) PERSONNEL.</p> <p>T - SIMULTANEOUS MEMBERSHIP PROGRAM (SMP); SENIOR ROTC CADETS, OR SELECTED RESERVE ENLISTED MEMBERS IN OFFICER CANDIDATE PROGRAMS WHO ARE ALSO MEMBERS OF A SELECTED RESERVE UNIT IN THE GRADE OF "CADET." (DOES NOT INCLUDE BASIC ROTC ENROLLEES.)</p> <p>X - SELECTED RESERVE MEMBERS IN OTHER TRAINING PROGRAMS.</p> <p>READY RESERVE - IRR AND/OR ING</p> <p>INDIVIDUAL READY RESERVE - RCC (R)</p> <p>E - TRAINED INDIVIDUAL MEMBERS OF THE READY RESERVE NOT IN THE SELECTED RESERVE.</p> <p>H - UNTRAINED MEMBERS OF THE IRR IN THE DELAYED ENTRY PROGRAM (DEP) ENLISTED UNDER SECTION 513 OF 10 U.S.C. (REFERENCE (B)). (CURRENTLY, THERE IS NO REQUIREMENT TO REPORT THESE UNTRAINED MEMBERS OF THE IRR IN RCCPDS.)</p> <p>U - PERSONNEL AWAITING IADT AND NOT AUTHORIZED TO PERFORM IDT, OR RECEIVE PAY.</p> <p>INACTIVE NATIONAL GUARD - RCC(P)</p> <p>J - READY RESERVE MEMBERS NOT IN THE SELECTED RESERVE PARTICIPATING IN OFFICER TRAINING PROGRAMS.</p> <p>K - READY RESERVE MEMBERS NOT IN THE SELECTED RESERVE PARTICIPATING IN HEALTH PROFESSIONAL SERVICES PROGRAMS.</p>

Information Requirement Name	Information Requirement Description
	<p>INACTIVE NATIONAL GUARD- RCC(I)</p> <p>I - READY RESERVE MEMBERS WHO ARE MEMBERS OF THE INACTIVE NATIONAL GUARD</p> <p>STANDBY RESERVE</p> <p>STANDBY RESERVE- RCC(Y)</p> <p>D - MEMBERS ON STANDBY RESERVE ON THE ACTIVE STATUS LIST</p> <p>L - MEMBERS WITH TWENTY YEARS, WITH LESS THAN THIRTY PERCENT DISABILITY WHO ARE TRANSFERRED TO THE INACTIVE STATUS LIST INSTEAD OF SEPARATION.</p> <p>N - OTHER MEMBERS OF THE STANDBY RESERVE ON AN ACTIVE STATUS LIST.</p> <p>RETIRED RESERVE</p> <p>RETIRED RESERVE - RCC (V)</p> <p>1 - SERVICE MEMBERS WHO HAVE COMPLETED AT LEAST TWENTY QUALIFYING YEARS CREDITABLE FOR RETIRED PAY FOR NON-REGULAR SERVICE UNDER SECTION 12731 OF TITLE 10 WHO ARE SIXTY OR MORE YEARS OF AGE, AND ARE NOW DRAWING RETIRED PAY FOR NON-REGULAR SERVICE.</p> <p>2 - SERVICE MEMBERS WHO HAVE COMPLETED TWENTY QUALIFYING YEARS CREDITABLE FOR RETIRED PAY BUT ARE NOT YET RECEIVING RETIRED PAY</p> <p>3 - SERVICE MEMBERS RETIRED FOR PHYSICAL DISABILITY UNDER SECTION 1201, 1202, 1204, OR 1205 OF TITLE 10. SERVICE MEMBERS WHO HAVE TWENTY YEARS OF SERVICE CREDITABLE FOR RETIRED PAY UNDER SECTION 12733 OF TITLE 10, OR ARE MORE THAN THIRTY PERCENT DISABLED.</p> <p>4 - RESERVE MEMBERS WHO HAVE COMPLETED TWENTY OR MORE YEARS OF ACTIVE DUTY SERVICE AND RETIRED UNDER SECTION 3911, 3914, 6323, 6330, 8911, OR 8914 OF TITLE 10. DOES NOT INCLUDE REGULAR AND RESERVE ARMY AND AIR FORCE ENLISTED PERSONNEL WITH BETWEEN TWENTY AND THIRTY YEARS OF MILITARY SERVICE; AND REGULAR AND RESERVE NAVY AND MARINE CORPS ENLISTED PERSONNEL IN THE FLEET RESERVE (NAVY), AND FLEET MARINE CORPS RESERVE WITH BETWEEN TWENTY AND THIRTY YEARS OF SERVICE.</p> <p>5 - RESERVE PERSONNEL DRAWING RETIRED PAY BASED ON RETIREMENT FOR REASONS OTHER THAN AGE, SERVICE REQUIREMENTS, OR PHYSICAL DISABILITY. THAT CATEGORY IS RESTRICTED TO THOSE WHO ARE RETIRED UNDER SPECIAL CONDITIONS AS AUTHORIZED BY THE ASD(RA) UNDER LEGISLATION.</p>
<i>Data Business Rules:</i>	
When collected/updated?	Collected when the category of the person is determined
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 24 hours of the determination
Events Triggered?	None
Authority Required?	Personnel Support Activity
Data dependencies?	None
Source:	Authorizing Document, Other Documentation (Service agreement, training agreement, public law)
Valid Format:	Character

Information Requirement Name	Information Requirement Description
Savings Bond Beneficiary's Name	The Bond Beneficiary's complete legal name including first, middle, last and cadency
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon election of a savings bond allotment and updated as changes occur
Where collected/updated?	Pay Support Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of election or change
Events Triggered?	Pay and Entitlements
Authority Required?	Pay Support Activity
Data dependencies?	Allotment Classification Type
Source:	Person Declaration
Valid Format:	Clear text
<hr/>	
Savings Bond Beneficiary's Social Security Number	The Bond Beneficiary's social security number.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon election of a savings bond allotment and updated as changes occur
Where collected/updated?	Pay Support Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of election or change
Events Triggered?	Pay and Entitlements
Authority Required?	Pay Support Activity
Data dependencies?	Allotment Classification Type
Source:	Person Declaration
Valid Format:	Represented by a number (0 through 9) with nine digits.
<hr/>	
Savings Bond Co-Owner's Full Legal Name	The Bond Co-Owner's complete legal name including first, middle, last and cadency
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon election of a savings bond allotment and updated as changes occur
Where collected/updated?	Pay Support Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of election or change
Events Triggered?	Pay and Entitlements
Authority Required?	Pay Support Activity
Data dependencies?	Allotment Classification Type
Source:	Person Declaration
Valid Format:	Clear text
<hr/>	
Savings Bond Co-Owner's Social Security Number	The Bond Co-Owner's social security number.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon election of a savings bond allotment and updated as changes occur
Where collected/updated?	Pay Support Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of election or change
Events Triggered?	Pay and Entitlements
Authority Required?	Pay Support Activity
Data dependencies?	Allotment Classification Type
Source:	Person Declaration
Valid Format:	Represented by a number (0 through 9) with nine digits.

Information Requirement Name	Information Requirement Description
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Savings Bond Deduction Amount **A member's selection of savings bonds deduction amounts (e.g. amounts of \$5, \$6.75, \$10, \$12.50, \$20, \$25, \$31.25, \$50, \$62.50, \$100, \$125, \$250, \$500).**

Sample Codes:

A - \$5
B - \$6.75
C - \$10
D - \$12.50
E - \$20
F - \$25
G - \$31.25
H - \$50
I - \$62.50
J - \$100

Data Business Rules:

When collected/updated? Collected upon election of a savings bond allotment and updated as changes occur

Where collected/updated? Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of election or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Dollar Amount: \$9999.99

Savings Bond Mailing Name **A code that designates the recipient of a savings bond allotment.**

Codes:

A - SEND TO OWNER
B - SEND TO CO-OWNER
C - SEND TO BENEFICIARY
D - SEND TO THIRD-PARTY

Data Business Rules:

When collected/updated? Collected upon election of a savings bond allotment and updated as changes occur

Where collected/updated? Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of election or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Savings Bond Owner's Full Legal Name The bond owner's complete legal name including first, middle, last and cadency name

Data Business Rules:

When collected/updated? Collected upon election of a savings bond allotment and updated as changes occur

Where collected/updated? Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of election or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Clear text

Savings Bond Owner's Social Security Number The Bond owner's social security number.

Data Business Rules:

When collected/updated? Collected upon election of a savings bond allotment and updated as changes occur

Where collected/updated? Pay Support Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of election or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Represented by a number (0 through 9) with nine digits.

Security Clearance Granted Current Date The effective date of a person's security clearance.

Data Business Rules:

When collected/updated? Collected upon receipt of Security Clearance

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of the receipt

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Personnel Support Activity

Data dependencies? Person Security Clearance Level

Source: Defense Security Service

Valid Format: Use date format (YYYYMMDD)

Selected Reserve Obligation Expiration Date The end of an individual's Selected Reserve commitment.

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements, Strength Accounting, Duty Status

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? End of Obligated Service Date

Source: Other Documentation (enlistment contract)

Valid Format: Use date format (YYYYMMDD)

Information Requirement Name	Information Requirement Description
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Service Status Indicator Code Effective Date The effective date of a person's current Service status.

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated every time status changes

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of effective date

Events Triggered? Pay and Entitlements, Assignment Eligibility, Strength Accounting

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Service Status Indicator Code

Source: Other Documentation (contract, affiliation document)

Valid Format: Use date format (YYYYMMDD)

Service Status Projected Start Date The date a person's is expected to be assigned a new Service Status (e.g., Active, Res Retired, Discharged).

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated every time status changes.

Where collected/updated? Personnel Support Activity, Accessions Activity

Timeliness Required? Within 12 hours of establishing a personnel record or change in status.

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? Service Status Indicator Code

Source: Other documentation (contract or affiliation document)

Valid Format: Use date format (YYYYMMDD)

Service Status Reserve/Guard Duty Actual Start Date/Time The actual date and time a person's duty status in the Reserve or Guard started.

Data Business Rules:

When collected/updated? When a person's Reserve/Guard status has been determined.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of determination

Events Triggered? Strength Accounting

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Orders, Other Documentation

Valid Format: Use date/time format (YYYYMMDD.HH:MM:SS)

Information Requirement Name	Information Requirement Description
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Service Status Reserve/Guard Duty Project: The scheduled date and time a person's duty status in the Reserve or Guard will start
Start Date/Time

Data Business Rules:

When collected/updated? Collected when the scheduled start date and time has been determined

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of determination

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Orders, Other Documentation

Valid Format: Use date/time format (YYYYMMDD.HH:MM:SS)

Service Status Reserve/Guard Duty Project: The scheduled date and time a person's duty status in the Reserve or Guard will end.
Stop Date/Time

Data Business Rules:

When collected/updated? Collected when the scheduled end date and time has been determined

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 12 hours of determination

Events Triggered? None

Authority Required? Personnel Support Activity

Data dependencies? None

Source: Authorizing Document

Valid Format: Use date/time format (YYYYMMDD.HH:MM:SS)

Servicemen's Group Life Insurance (SGLI): The date the member makes an SGLI election.
Beneficiary Election Date

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for SGLI Full Legal Name

Source: Person Declaration

Valid Format: Use data format (DDMMYYYY)

Information Requirement Name	Information Requirement Description
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Servicemen's Group Life Insurance (SGLI): Beneficiary Full Legal Name The SGLI beneficiary's complete legal name including first, middle, last and cadency name

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Allotment Classification Type

Source: Person Declaration

Valid Format: Clear text

Servicemen's Group Life Insurance (SGLI): Beneficiary Percentage Percentage that the member designates to the allottee for SGLI. (Total percentage of all allottees must equal 100 percent).

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for SGLI Full Legal Name

Source: Person Declaration

Valid Format: Represented as a number (percentage)

Information Requirement Name	Information Requirement Description
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Servicemen's Group Life Insurance (SGLI): Beneficiary Relationship The relationship of the beneficiary to the member (e.g. father, mother, child/children, spouse).

Codes:
A - SPOUSE
B - CHILD
C - SIBLING
D - PARENT
E - STEPCHILD
F - STEPPARENT
G - IN LOCO PARENTIS
H - ADOPTED CHILD
I - HALF SIBLING
J - STEPSIBLING
K - ADOPTIVE PARENT
L - WARD
M - CHILD BORN OUT OF WEDLOCK
N - PARENT-IN-LAW

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for SGLI Full Legal Name

Source: Person Declaration

Valid Format: Character

Servicemen's Group Life Insurance (SGLI): Beneficiary Social Security Number The SGLI beneficiary's social security number.

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for SGLI Full Legal Name

Source: Person Declaration

Valid Format: Represented by a number (0 through 9) with nine digits.

Information Requirement Name	Information Requirement Description
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Servicemen's Group Life Insurance (SGLI): Beneficiary Telephone Number A telephone number to include area code for the SGLI beneficiary.

Data Business Rules:

When collected/updated? Collected when beneficiary is selected and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of selection or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Beneficiary for SGLI Full Legal Name

Source: Person Declaration

Valid Format: Number

Servicemen's Group Life Insurance (SGLI): Option The authorized insurance protection level available to a member under the Servicemen's Group Life Insurance Program.

Codes:

0 = NO COVERAGE

1 = \$10,000

2 = \$20,000

3 = \$30,000

4 = \$40,000

5 = \$50,000

6 = \$60,000

7 = \$70,000

8 = \$80,000

9 = \$90,000

A = \$100,000

B = \$110,000

C = \$120,000

D = \$130,000

E = \$140,000

F = \$150,000

G = \$160,000

H = \$170,000

I = \$180,000

J = \$190,000

K = \$200,000

L = \$210,000

Data Business Rules:

When collected/updated? Collected when the person elects SGLI coverage and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of election or change

Events Triggered? Pay and Entitlements

Authority Required? Personnel Support Activity

Data dependencies? Servicemen's Group Life Insurance Action Code

Source: Person Declaration

Valid Format: Character

Information Requirement Name	Information Requirement Description
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Sole Survivor Rights Waiver Statement **The free-text statement which waives the person's rights as a Sole Survivor.**

Data Business Rules:

When collected/updated? Collected when personnel record is established and updated when status changes.

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of effective date.

Events Triggered? Assignment Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? Sole Survivor Indicator

Source: Waiver Documentation

Valid Format: Clear text

Specialty Skill Name **The qualifications that are in addition to the requirements of an occupation. These are earned by a Person and required by a Position. (e.g., Airborne Qualified, Ranger Qualification, SEAL, Rivet Forge, Sea and Air Rescue, Commander).**

Data Business Rules:

When collected/updated? Collected upon establishment of a specialty skill

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of establishment

Events Triggered? Classification Eligibility

Authority Required? Organizational Hierarchy

Data dependencies? Specialty Skill Code

Source: Other Documentation (classification document)

Valid Format: Clear text

State Income Tax Withholding Percentage **The withholding percentage for state tax. Default is 10% for AZ and 0% for all other states of legal residence.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Pay Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Pay Support Activity

Data dependencies? Address: Legal Residence State

Source: Pay Record

Valid Format: Represented as a number (percent)

Information Requirement Name	Information Requirement Description
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Statutory Authorization for Military Service **The authorization of a member serving under a statutory Military obligation.**

Codes:

1 - CURRENTLY SERVING UNDER A 6-YEAR STATUTORY OBLIGATION (10 U.S.C. 651 REFERENCE (B).

2 - CURRENTLY SERVING UNDER AN OBLIGATION OTHER THAN REQUIRED BY SECTION 651 OF REFERENCE (B).

3 - CURRENTLY SERVING UNDER AN 8-YEAR STATUTORY OBLIGATION SECTION 651 OF REFERENCE (B).

Data Business Rules:

When collected/updated? Collected upon accession

Where collected/updated? Accession Activity

Timeliness Required? Within 24 hours of accession

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity

Data dependencies? None

Source: Other Documentation (enlistment contract)

Valid Format: Character

TD Form W-4 Effective Year Month **The date that a member's tax withholding factors are effective in the pay system.**

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Pay Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Pay Support Activity

Data dependencies? None

Source: Other Documentation (W-4 document)

Valid Format: Use date format (YYYYMMDD)

Term of Enlistment **The number of years indicating current active duty obligation.**

Data Business Rules:

When collected/updated? Collected upon accession/re-enlistment and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of accession/re-enlistment or change

Events Triggered? Pay and Entitlements, Assignment Eligibility

Authority Required? Accession Activity, Personnel Support Activity

Data dependencies? None

Source: Other Documentation (enlistment contract)

Valid Format: Represented as number of years

Test Component	The component of a specific test (e.g., hearing for medical exam, 11 for ASVAB, French Defense Language Aptitude Battery (DLAB), etc.).
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Valid Format: Clear text

Valid Format: Use date format (YYYYMMDD)

Valid Format: Clear text

Information Requirement Name	Information Requirement Description
Test Name Required	The name of the required test (e.g., medical exam, Defense Language Aptitude Battery, aptitude areas (mechanical, administrative, general, and electronics)).
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a test is administered
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of test administration
Events Triggered?	Pay and Entitlements, Classification Eligibility
Authority Required?	Personnel Support Activity, Medical Activity
Data dependencies?	Test Name
Source:	Other Documentation (classification directives)
Valid Format:	Clear text
Test Score	The score a person received on a test.
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a test is scored
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of test scoring
Events Triggered?	Classification Eligibility, Assignment Eligibility
Authority Required?	Personnel Support Activity, Medical Activity
Data dependencies?	Test Name
Source:	Other Documentation (test scoring instructions)
Valid Format:	Clear text
Total Federal Service Date	The date when a person would have begun their creditable federal service if member were continuous. This date is a constructed date, adjusted for periods of broken service.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon return from break in service.
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of return from break in service.
Events Triggered?	None
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	None
Source:	Orders
Valid Format:	Use date format (YYYYMMDD)
Typing Proficiency	The number of words per minute the person can type.
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon report of Typing Proficiency test results
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 24 hours of reporting
Events Triggered?	Pay and Entitlements, Classification Eligibility
Authority Required?	Accession Activity, Personnel Support Activity
Data dependencies?	Test Type
Source:	Other Documentation (test results)
Valid Format:	Represented as a number

Information Requirement Name	Information Requirement Description
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Uniformed Service Branch

The code that represents kind of major national organization (not necessarily a US nat organization) having members that wear a nationally-prescribed uniform, based on functional divisions recognized within the international defense community.

Codes:

A - ARMY

C - COAST GUARD

F - AIR FORCE

H - THE COMMISSIONED CORPS OF THE PUBLIC HEALTH SERVICE

M - MARINE CORPS

N - NAVY

O - THE COMMISSIONED CORPS OF THE NATIONAL OCEANIC ATMOSPHERIC ADMINISTRATION

Data Business Rules:

When collected/updated? Collected upon establishment of a Service Branch and updated as changes occur

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of establishment or change

Events Triggered? None

Authority Required? Organizational Hierarchy

Data dependencies? None

Source: Public Law

Valid Format: Character

Uniformed Service Component

The code that represents a subdivision of an officially sanctioned service whose mer wear military attire.

Codes:

R - REGULAR

V - RESERVE

G - GUARD

Data Business Rules:

When collected/updated? Collected when a person's assignment to a service componet has been determined and updated when a person's service component changes.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of assignment.

Events Triageted? None.

Authoritv Required? Personnel Support Activity

Data dependencies? None.

Source: Orders

Valid Format: Character

Information Requirement Name	Information Requirement Description
Uniformed Service Rank	<p>The formal title for a step in the military hierarchy that corresponds to grade.</p> <p>Codes:</p> <p>For Army, Use:</p> <p>GENERAL OF THE ARMY (FIVE STAR) GENERAL LIEUTENANT GENERAL MAJOR GENERAL BRIGADIER GENERAL COLONEL LIEUTENANT COLONEL MAJOR CAPTAIN FIRST LIEUTENANT SECOND LIEUTENANT MASTER WARRANT OFFICER FIVE CHIEF WARRANT OFFICER FOUR CHIEF WARRANT OFFICER THREE CHIEF WARRANT OFFICER TWO WARRANT OFFICER ONE SERGEANT MAJOR OF THE ARMY COMMAND SERGEANT MAJOR SERGEANT MAJOR FIRST SERGEANT MASTER SERGEANT SERGEANT FIRST CLASS STAFF SERGEANT SERGEANT CORPORAL SPECIALIST PRIVATE FIRST CLASS PRIVATE-2 PRIVATE-1</p> <p>For Navy, use:</p> <p>FLEET ADMIRAL (FIVE STAR) ADMIRAL VICE ADMIRAL REAR ADMIRAL (UPPER HALF) REAR ADMIRAL (LOWER HALF) CAPTAIN COMMANDER LIEUTENANT COMMANDER LIEUTENANT LIEUTENANT JUNIOR GRADE ENSIGN CHIEF WARRANT OFFICER CHIEF WARRANT OFFICER CHIEF WARRANT OFFICER MASTER CHIEF PETTY OFFICER OF THE NAVY MASTER CHIEF PETTY OFFICER SENIOR CHIEF PETTY OFFICER CHIEF PETTY OFFICER PETTY OFFICER FIRST CLASS PETTY OFFICER SECOND CLASS PETTY OFFICER THIRD CLASS SEAMAN SEAMAN APPRENTICE SEAMAN RECRUIT</p> <p>For Air Force, use:</p> <p>GENERAL LIEUTENANT GENERAL MAJOR GENERAL BRIGADIER GENERAL</p>

Information Requirement Name	Information Requirement Description
	<p>COLONEL LIEUTENANT COLONEL MAJOR CAPTAIN FIRST LIEUTENANT SECOND LIEUTENANT CHIEF MASTER SERGEANT OF THE AIR FORCE CHIEF MASTER SERGEANT SENIOR MASTER SERGEANT MASTER SERGEANT TECH SERGEANT STAFF SERGEANT SENIOR AIRMAN AIRMAN FIRST CLASS AIRMAN AIRMAN BASIC</p> <p>For Marine Corps, use: GENERAL LIEUTENANT GENERAL MAJOR GENERAL BRIGADIER GENERAL COLONEL LIEUTENANT COLONEL MAJOR CAPTAIN FIRST LIEUTENANT SECOND LIEUTENANT CHIEF WARRANT OFFICER FIVE CHIEF WARRANT OFFICER FOUR CHIEF WARRANT OFFICER THREE CHIEF WARRANT OFFICER TWO WARRANT OFFICER SERGEANT MAJOR OF THE MARINE CORPS SERGEANT MAJOR MASTER GUNNERY SERGEANT FIRST SERGEANT MASTER SERGEANT GUNNERY SERGEANT STAFF SERGEANT SERGEANT CORPORAL LANCE CORPORAL PRIVATE FIRST CLASS PRIVATE</p>
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon accession and updated upon promotion or demotion.
Where collected/updated?	Personnel Support Activity
Timeliness Required?	Within 12 hours of accession, promotion, or demotion.
Events Triggered?	Pay and Entitlements
Authority Required?	Organizational Hierarchy
Data dependencies?	Grade
Source:	Orders
Valid Format:	Character

Information Requirement Name	Information Requirement Description
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Uniformed Service Rank Category **The classification of a person's uniformed service rank category (i.e., Frocked, Regular, Honorary).**

Codes:
A - FROCKED
B - REGULAR
C - HONORARY

Data Business Rules:

When collected/updated? Collected upon accession and updated as changes occur

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of accession or change

Events Triggered? Pay and Entitlements

Authority Required? Accession Activity, Organizational Hierarchy

Data dependencies? Uniformed Service Rank

Source: Orders

Valid Format: Character

Uniformed Service Rank Effective Date **The date a person is awarded a formal title for a step in the military hierarchy that corresponds to grade.**

Data Business Rules:

When collected/updated? Collected upon accession and updated upon promotion or demotion.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of accession, promotion, or demotion.

Events Triggered? None.

Authority Required? Organizational Hierarchy

Data dependencies? Uniformed Service Rank

Source: Orders

Valid Format: Use date format (YYYYMMDD)

Unit Identification Code (UIC, RUC, PAS) **The code that uniquely represents a unit.**

Data Business Rules:

When collected/updated? Collected when the unit is established.

Where collected/updated? Personnel Support Activity

Timeliness Required? Within 24 hours of establishment.

Events Triggered? None.

Authority Required? Personnel Support Activity

Data dependencies? Unit Identification Code

Source: Authorizing Document

Valid Format: Character

Information Requirement Name	Information Requirement Description
Upper Body Strength - X Factor	The measure of a person's upper body strength (expressed as pounds).
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a physical examination is conducted
Where collected/updated?	Accession Activity, Personnel Support Activity
Timeliness Required?	Within 12 hours of physical examination
Events Triggered?	Assignment Eligibility, Classification Eligibility
Authority Required?	Accession Activity, Personnel Support Activity, Medical Activity
Data dependencies?	None
Source:	Other Documentation (medical reports)
Valid Format:	Character
Valsalva Test Result	The test outcome for a medical examination which determines a person's ability to cl his/her ears (expressed as a numeric value).
<i>Data Business Rules:</i>	
When collected/updated?	Collected when a medical examination is completed
Where collected/updated?	Medical Support Activity
Timeliness Required?	Within 24 hours of completion
Events Triggered?	None
Authority Required?	Medical Support Activity
Data dependencies?	Test Type
Source:	Medical Record
Valid Format:	Represented as a number
Violation Offense	Offense committed (e.g., murder, larceny, postal).
Sample Codes:	
AA - ABUSE	
AB - ASSAULT	
AF - CONSPIRACY	
AQ - EXTORTION	
AR - FRAUD	
AS - HOMICIDE	
BA - PERJURY	
BJ - THEFT	
BO - TRAFFIC VIOLATION	
<i>Data Business Rules:</i>	
When collected/updated?	Collected upon receipt of violation report
Where collected/updated?	Personnel Support Activity, Organizational Hierarchy
Timeliness Required?	Within 24 hours of receipt
Events Triggered?	Legal Actions
Authority Required?	Legal Support Activity
Data dependencies?	Violation Offense Type
Source:	Other Documentation (police report)
Valid Format:	Character

Information Requirement Name	Information Requirement Description
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Visual Acuity

A person's quantity of corrected/uncorrected distant and near vision.

Data Business Rules:

When collected/updated? Collected when a physical examination is conducted

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 12 hours of physical examination

Events Triggered? Assignment Eligibility, Classification Eligibility

Authority Required? Accession Activity, Personnel Support Activity, Medical Activity

Data dependencies? None

Source: Other Documentation (medical reports)

Valid Format: Represented by a number

Waiver Authority

The organization that approves or disapproves the waiver (e.g., Congress, Service Headquarters, Recruiting Command Headquarters, Medical Command, Local Recruiting Command, Enlistment Processing Site).

Data Business Rules:

When collected/updated? Collected upon waiver request submittal

Where collected/updated? Accession Activity, Personnel Support Activity

Timeliness Required? Within 24 hours of submission

Events Triggered? Personnel Actions

Authority Required? Organizational Hierarchy

Data dependencies? Waiver Type

Source: Other Documentation (personnel plans, waiver request)

Valid Format: Character